



# TCWES PTO – Meeting Minutes

April 7, 2021 | 7:00 PM- 8:00 PM via Zoom

Meeting called to order at 7:02pm and adjourned at 7:57pm. In attendance were Scot Crockett, Nicole Ratner, Jennifer Ludlow, Dr. Buchheit, Melissa Yuditsky, Kristen Krueger

## I. PTO Updates

a. Vice President's Update (SC)—Scot Crockett gave VP update in absence of the President. He noted that current President, Frank Quick had resigned. The board will work with Frank to transition appropriately and are so thankful for his service to the TCWES PTO and community.

b. Treasurer's Report—Nicole Ratner gave update from Sarah Berget. We are working after this meeting to determine what we can donate to the school based on this year's income and expenses.

c. Secretary Update: Bylaws Vote (NR)— A motion was made by Scot Crockett to update the Bylaws with the changes noted on the agenda. Motion was seconded by Jennifer Ludlow. It was so moved and passed unanimously.

A copy will be sent electronically to Dr. Buchheit and will be placed on the PTO Website.

## II. Upcoming Events

a. Spirit Nights: Tuesday's at Papa Johns (BH), April 24: California Chicken Wings (Manassas), May 25: MOD Pizza, June 10: MOD Pizza

b. Virtual BINGO: May 21st

c. Spirit Wear (KD)—total process for Hard Hits is about 1 month from selection to posting, orders and then fulfillment. We look to get this out in April.

d. Teacher appreciation (AD)— Amy Dorn, Chair was able to join us briefly via phone to note that she will be working on the luncheon for teacher appreciate week. She will work with the Board to secure budget. Agreed to do this on the Tuesday of teacher appreciate week when most teachers are in the building. They will be pre-ordered and individual bags that will be distributed by the staff since no visitors are allowed into the building. Additionally,

Mrs. Dorn will work to secure gift cards for giveaways.

e. Committees: Yearbook Update (Katie Delco, Chair) —Mrs. Delco noted that we have had 531 out of 853 submitted for yearbook photos! Nicole Ratner to get Katie Delco the names of PTO members for inclusion into the yearbook. She has also gotten several photos for various categories to include. We have sold 224 yearbooks so far.

f. Misc. Updates

III. Administrator's Updates – Dr. Buchheit/Mrs. Yuditsky—Dr. Buchheit made note that the PTO Elections have ended and that the Board will be announced via email to the school. It will be: Nicole Ratner, President, Margaret Gruposso, VP, Jessica Murray, Treasurer, Erin Regonini, Secretary, Jennifer Ludlow, Director and Katie Delco, Director.

Additionally, Dr. B noted that we have approved the supply kit orders and that it's a wonderful service to the community. He noted that the school will be moving forward with 4th quarter and all is going well. Still no visitors allowed at this time.

Dr. B discussed the 5th grade promotion and that it will look similar to last year. Nicole Ratner to inquire about boosterthon and whether the PTO can support the school in signs for the 5th grade class.

Dr. B also discussed the various areas in which the school can use the support of PTO funds and they are as follows: device fund to help with replacement of the LCD projectors/ installation. Those run approximately \$1100 and we are still in need of about 40+. The boards seems to be doing well though could be needed in future. They are also looking at doing an entirely new language arts curriculum which could cost upwards of \$100K though the county should assist with this funding. They are receiving money via the CARES act though that assists with very specific areas such as tutoring. The PTO in the past has always focused on the technology needs since nothing has been updated since the school opened about 11 years ago now.

IV. Parents Time (open Q&A)— no questions posed.

Next meeting will be Wednesday, May 5th at 7:00pm.

## **Bylaw Updates:**

1. Page 3 last bullet changed from Membership is per person to Membership is per family. Last sentence same bullet will say Each family (in place of each member)
2. Page 3 Section 1. Officers will now read as follows:  
The officers shall be President, Vice-President, Secretary, Treasurer, Two (2) Directors, one of which will be a TCWES Staff member and one Past Officer Emeritus or additional Board Director at the discretion of the current sitting Executive Board.
3. Page 4 second bullet delete the assistant treasurer position.
4. Page 4 second bullet move the Director position to it's own paragraph and include the following language: Directors will assist Secretary and Treasurer positions as needed and also take on a leadership role of committee chair.
5. Page 4 ADD the Past Emeritus role and/or additional Board Director
6. Page 5 Section 3. Assumption of Duties letter A need to add in sentence: signature cards to be updated on a yearly basis to include the appropriate board along with new logins and passwords to each of our current online accounts (ie: mailchimp or similar service, website)
7. Page 5 Article VIII Ex. Board Section 1. Membership: should now read: The Executive board shall consist of the PTO Officers, Principal, and/or Assistant Principal. (deleting the two (2) teacher representatives—they will attend meetings usually either virtual or in person)
8. Page 7 section 7. Membership committee should read: the chairperson, or Board director of this committee
9. Will need to add record of change to the bottom of Amended and date of April meeting forthcoming.