

**Next PTO Meeting Thursday, OCTOBER 19th from 3:00-5pm at West Homer Art Room -
HANDS ON PREP for the Harvest Festival**

9/28/23 PTO Minutes

Present: Kyle, Mo, Sage, Maygen Lotscher, Tessa, Greta, Lauren, Megan Pollak, Misty, Olympia

Welcome

Update from Kyle re: WHE Trails Improvement

Kyle attended WHE PTO mtg- they are revamping trails program. There are booklets in WH library, naturalist path in the woods. Metal moose signs throughout the trail. 11 stations, 11 classrooms including FW. Each classroom can adopt a station. PBIS team- safe respect, responsible rules at the school- establish how to use the trails. Jen Waltenbaugh, WHE teacher, applied for “tree campus” status- need to have a certain amount of green space on campus to get that designation. There’s a coalition/trail/campus committee (work parties to clear the trails, define the spaces-outdoor classroom). Anyone is welcome to join. Link up w Homer Drawdown- make non-motorized transportation plan/improvements w the city. Trails to connect the schools to the community. There was a grant 10yrs ago that established the trails- Homer soil and water conservation district held the grant/possible opportunity to ask again for funding/grant \$.

Gear Swap and LFW Work Party

1. Feedback from parents and staff who participated
Mo says a BIG thanks to all the volunteers for the work done at LFW! Lauren’s work party recommendations - not many sign ups on the Genius but many people showed up to work. Next time, have more materials ready/on-hand for people who show up. General work sign up (I’ll be there, vs I’ll take on a specific project).
2. 6th grade fundraising opportunity-no one replied to email saying PTO has cups and will buy the hot drinks if the kids will staff/sell, continue to offer fundraising at each FW event. Anna will get together w 6th grade families and help with rallying for 6th grade trip fundraising.
3. What worked/needs improvement?
The event went well, goals accomplished (1. Outfit our kids for outdoor weather 2. Build a gear bank for the school 3. Create space for direct need requests 4. Recycle used gear)
THANK YOU to all who donated, worked the event, and came by to swap
4. Should we do it again next year? Sign up changes, playground improvements, more grass/seed in the summer

Craft Fair Dec 9, 12pm-5pm

NEED TO DEFINE THE GOAL(S) OF THE CRAFT FAIR

1. Committee- How to run the Fair, Sign Up Genius for families to set up, man the booth - 1.5/2 hr blocks? clean up crew. TBD after the Harvest Festival.

2. Sage offers a free booth at the Procrastinator's Fair Dec 9th 10a-6p and 10th 11a-5p (10'wx8'd booth space). Two craft fair/selling locations? Keep it only at LFW yurt? Switch to a booth at Procrastinator's Fair? One day vs two for "staffing?"

Procrastinator's has more access to the community- broader fundraising pool, FW visibility in the community.

Fundraising for 6th graders? They and their families handle Procrastinator's and others do the LFW Yurt sale? Procrastinator's Fair people can sell anything- bake sale with some crafts, holiday cookies? Pre-order for cookie dough? School involvement- ex cupcake decorating during class Friday and sell at Saturday fair?

IDEA: Split craft fair out- (12) 6th graders in charge of the Procrastinator's booth.

Yurt for LFW and non-6th grade crafts

SAGE WILL NEED A YES/NO by 10/12/23. Anna to check in w 6th grade families.

3. BFW- Carly- does she need parent volunteers to work with the kids or prep materials?
4. LFW- Amy Komar LaPlant offered to do Shibori. OK to use PTO funds to get **100 tea towels** (\$112 per 100) rubber bands (\$6) Dye (\$13) for a **total of \$131**? Kids can have one towel for their families and make a second to sell at the craft fair? If we sold 40 towels (just under 60 would be for students to gift to their families) at \$5 would make \$69, sell 40 towels at \$8 would make \$189.

If we had **150 tea towels** (kids make more, teachers, staff, volunteers could make some too) we would need **\$187** for supplies would yield 90 towels that would need to sell for \$2.08 each to break even (sell 90 at \$5 would make \$263, sell 90 at \$8 would make \$533) Would need a few parent volunteers to make it happen- help with binding the fabric and doing the dying (done outside and hang in the outdoor classroom? Volunteers to take the towels home, wash, dry, iron, fold).

→ **YES to \$187 for 150 towels, plan to sell towels at \$7-\$10/towel**

Parent's Night Out- November

1. Amy and Maker's Space for the insurance (50/50 split \$ raised between PTO and Maker's Space- Make's Space has reduced rates/sliding scale, so this would help offset and build a nest egg for scholarships to Maker's Space scholarships).
2. A Saturday night before Thanksgiving from 4-7pm w option to extend to 7:30pm
3. Pizza and craft or campfire ('dogs and S'Mores, dutch oven?)
4. Cost \$30 first kiddo, \$20 for each additional kid (it's a fundraiser!!!)- make something to take home and for the craft fair? ornaments?
5. Ages accepted→ K-6
6. #kids - depends on # of adults/older kids - MAX of 40 kids /10 adults
7. # adults, 6th graders work caring for kids, helping w meal and craft?-\$ for the field trip?

Harvest Festival Updates

1. Committee Members - Anna, Olympia, Sage, Tessa, Misty, Maygen, Greta
2. Continue networking for auction donations
3. Decorations/Tables: Vote on spending: 40 electric tea lights **(\$13.99)** for table decorations, to go in glass vase/jar w popcorn. Butcher paper for the tables- FW has some- PTO doesn't need to buy any.
4. Carly/Art for the event: offers woven table runners, BFW art to be on display in the hallway, ideas/prep kids to make edible art for auction (home and possible group projects). Maygen offers PTO help/supplies for BFW to make some centerpieces with natural materials (fireweed, pushki, beach grass, mini pumpkins, etc), awaiting response from Carly. If BFW not going to do centerpieces Mo says yes to 2nd grade making some.
5. Photo Booth: Use the 10'x10' frame of a pop-up tent for decorations. Pumpkins, dried fireweed, pushki, ask families for hay bales. Natural/earthy.
-Ask Safeway if they are willing to donate pumpkins to FW- Letter for Safeway
Tessa to send her letter requesting donations to PTO/put in Harvest Google Drive.
Misty adjusted it and it's ready to be used to request pumpkins/decor: Wagon Wheel, Ulmers, Safeway
Signs for Soups- Mo will make (Anna will get types of soups to Mo)
Ladder
Packing tape

Thank Yous

1. Thank you cards/student art for auction donors- Olympia has 10 from Carly, Mo has has many- at least 20- and can print off more student art cards
2. Each teacher get kids to sign a poster for the auction
3. Signature page to go in the cards
4. Adult/PTO and teachers write out the cards to say what the donation goes toward funding, thank you, and include kids' signature page.

GIANT POSTER AT HARVEST FUNDRAISER W KIDS' SIGNATURES

Staff Appreciation (FW in-house appreciation, parents nominate a staff member, FW swag, monthly nominations) Teacher of the month/spotlight? Catered/Parent pot luck lunch, coffee/baked things? Quarterly? Early Release (ex: baked potato bar, taco)

1. When should we do something?
2. What? Greta has a spring idea
3. End of year gift basket was a hit last year

PTO slide in the weekly updates

1. Link to the PTO minutes

2. Links to the month's events/fliers
3. Sign Up Genius Links

Leadership Roles: Leadership Team (5-6 people or more if co-holding positions), 4 parents, 1 APC member (Anna, Olympia, Tessa), 1 admin (Kyle)

Chair, Greta Mahowald: Creates agendas, action plans, runs and keeps PTO Calendar, serves as connective tissue amongst PTO leadership team

Secretary: **OUR CURRENT BIGGEST NEED.** Meeting notes, check the PTO email for parent communications→route them to correct person, share info w Kyle for newsletter/video updates, reminder emails before meetings

Treasurer, Olympia Piedra: Share accounting system w APC, help inform people about fundraising goals/how much \$ needed for which accounts. Work w Sharlyn to understand how accounting works. Tracks how PTO makes and spends money. Transparency.

PR Lead: Works w secretary w focus on managing FWA PTO presence on social media, other routes of information sharing (publicity/invites for FWA fundraisers if open to the community). Make helpful, well organized hand-outs that can be given to parents in the beginning of the year (FWA welcome BBQ in August) and throughout the year, as needed (specific fundraising categories and events that require volunteers).

Volunteer Coordinator: Review the beginning of the year parent interests/volunteer availability sheets and make an email group or means of communicating with people who have expressed interest in volunteering. Reach out to other family members/grandparents and get them on the list directly so parents don't need to relay volunteer needs and info. Help solicit a "lead" parent volunteer for each grade/class and get PTO info to them to share with their class' families. Teachers will discuss this at the Family Orientation nights at both Big and Little.

Identify a point person for each PTO event or fundraiser.

One Campus Dream. Keeping the dream alive: Non-Profit formation, going after grant money, getting acquainted with real estate in the area that would be suitable for a K-6th or 8th grade school.

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