PAW MEETING NOTES

September 12, 2022

PAW OFFICERS: Melissa Feeney (President), Amber Rud (Treasurer), Heidi Ness (Secretary)

1. Introductions
   a. Attendees: Melissa Feeney, John, Amanda, Molly Penk, Lyndsey Olsen, Jen Och, Emily Grafing, Derek Branton, Nikkole Schooler Heidi Ness, Amber Rud

2. Upcoming meeting dates 10/3, 11/7, 12/5, 1/9, 2/6, 3/13, 4/3, 5/1
   a. There is a meeting in April, was accidentally left off some previous documents

3. Walk A Thon – Oct 5 and makeup date Oct 6
   a. Biggest fundraiser of year
      i. PAW solicited donations from businesses over the summer to purchase Westwood Tshirts
      ii. Each child and staff member gets a Tshirt for Walk A Thon
      iii. Kids will have donation envelopes for raising money, helps fund PAW and goes back to the school
   b. Shirts
      i. Shirts also worn on Fridays to help promote school spirit
      ii. This year’s shirts will be black with blue logo and white sponsors on the back
      iii. Should be done by end of September
      iv. Shirts can be distributed by Trevor during PE
         1. Sheet will be given to teachers ahead of time for size requests
   c. Bounce house
      i. Obstacle course – might need two so kids don’t have to wait in line as long
         1. Cost was $329 last year, did not need generator which saved us $
         2. Melissa will shop around and look into price for two
         3. Nikkole has generator that can be used if needed
      ii. Will need someone to monitor
      iii. Would also be good to establish rules – like only a couple trips through then move on to next station
   d. Volunteers
      i. Student
         1. Derek will reach out to Apollo Asst Principal and activities director about student volunteers – NHS or athletes
         2. Ryan Olson can come and run in the morning till 11
         3. Melissa can cover the afternoon
      ii. Parent
         1. Melissa will create a signup geunius
         2. Jen will send out announcement/sign up link on Facebook on 9/19, 9/26, 10/3
         3. Derek will coordinate sharing on SeeSaw, could mention PAW facebook page containing more details to get more exposure to that page
   e. Schedule
      i. Use same type of schedule as last year – Lyndsay will put together
      ii. 50 min per grade – 20 to walk, half hour to play
iii. Not during teacher lunch and prep
iv. 2-3 classes out at a time (60-75 kids), by grade level
v. Start at 8-1:45, last session at 1

f. Envelopes
   i. Jen update wording to say Your child will be given a Westwood TShirt…. 
   ii. Students should return envelopes by Tue 10/4
   iii. Will include Venmo QR code
   iv. Options for cash, check, and Venmo
   v. Jen will send envelope to Molly who will coordinate with Media about printing

g. Prizes
   i. Randomly drawn prizes for everyone
   ii. Top earners will go into drawing for large prize
   iii. Could also do pie in face
   iv. Great River Bowl donated $750 in free bowling passes
   v. Melissa will look into ordering prizes 
      1. Use PAW account and order things on Amazon
      2. Razor scooters
      3. Wiggle boards
      4. Amber get list from last year
         a. 6 big prizes, 3 for primary grade levels 3 for intermediate

h. Thank you letter for sponsors
   i. Melissa drafted a thank you letter that will be sent out to sponsors
   ii. Remove “school years” from first paragraph 
   iii. Includes information for tax write offs

4. Teacher requests for money
   a. $31.32 for teacher prizes from workshop - Approved
   b. $84 for behavior support supplies - Approved
   c. Storage bins have been purchased, waiting on delivery date 
      i. New desks this year, but no storage
      ii. $500 one-time purchase
   d. Westwood school folders - $500
   e. Teacher appreciation - $100
      i. Chick Fil A sponsoring the first teacher conference meal 
      ii. Raising Canes wants to sponsor also, Derek to follow-up 
   f. Robotics equipment
   g. Amber will cut checks for teacher requests

5. Believe Fund Raiser
   a. Catalog fund raiser, will run from Oct 24-Nov 11
   b. People can purchase wrapping paper, candy, and other home items
   c. Last year brought in over $5400
   d. Will do online and paper orders, Melissa can distribute ship to school items to teachers 
   e. Social media posts 
      i. Melissa to send out updates on fund raising progress

6. Trunk or Treat – Oct 25
   a. Signup genius
      i. For trunk volunteers
      ii. For candy donations 
         1. Students can give to teachers with note or can be dropped at office
2. Melissa also email families who filled out PAW forms from first day at school
3. Facebook or Seesaw link to Venmo can also be sent out
   b. Children have to be accompanied by adult, no dogs or scooters
   c. Only one hours
   d. Should have a couple designated runners to monitor and refill candy stock
7. Conference Meal
   a. Chick Fil A sponsoring
      i. Send a thank you on PAW facebook page
      ii. Derek will let staff know also
   b. Will include salad, brownies and cookies, tea and lemonade
   c. Melissa will get pop, water, and fruit too
8. PAW bulletin board in lunchroom
   a. Has meeting schedule
   b. Upcoming events
   c. Sponsor logos
9. Beaver Island Tending for a Cause
   a. Wednesday 9/28 from 5-7
      i. Welcome back social for parents
   b. Portion of proceeds and tips go to PAW
   c. Minimum of 2 volunteers needed
      i. Amber, Amanda, Melissa will volunteer
      ii. Derek will likely assist also
   d. Melissa will get snacks from Costco that will be available for purchase: pretzels, chips, trail mix, etc
   e. Games – could do 50/50 raffle
   f. Beaver Island will do a Facebook post – we can share their post on PAW Facebook page
      i. Derek investigate if we can share to Westwood Facebook page and/or send home flyer
10. Other discussion
    a. Field Trips
       i. Last year’s budget was used to estimate this year’s field trips. Field trips were on hold the last 2 years due to COVID so unsure how accurate the budget is now
       ii. Teachers should request the field trip they want and PAW will try to accommodate
       iii. Would be helpful if grade levels could let us know where they plan to go so we can make a more accurate budget
       iv. Lunches are not typically covered by PAW. A bag lunch could be provided by cafeteria in lieu of typical “hot lunch” or child can bring cold lunch from home
       v. Teachers have option to ask for family donations as well to help cover costs
    b. Playground Update
       i. First bid came in too high
       ii. Working with new designer
          1. Can build off existing infrastructure which may save costs
          2. Existing swings and net will stay
       iii. Probably approved for 75K-100K from district
       iv. Can look to corporate sponsors to supplement
          1. Possibly ask Liberty Bank - Mark Braeggelman
          2. Nikkole check with ATS