

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