

PAWS General Meeting

February 6, 2024

Agenda

1. Updates from Mrs. Johnson
2. Conferences are February 13th and 15th
 - a. Sign up genius for snacks
 - b. PAWS will provide maid rites and sides on the 13th
 - c. Parent volunteered to buy pizza on the the 15th
3. Fun Night- Friday, April 5th
 - a. Spin Art- replacement suggestions?
 - b. We started contacting businesses for silent auction
 - c. Will meet with Ms. Bolte to plan games/prizes and order them at the end of Feb.
4. PAWS will order shirts for Castle Singers and BOB soon.
5. Chipotle Spirit Night is Wednesday, March 6th from 4-8 pm at Merle Hay location.
6. Plant Sale Fundraiser March 1st-29th (Delivery Thurs, May 16th)
7. PAWS Bylaws are on Windsor's website

PAWS Financial Report

November - December 2023
January 2024

November Financial Report

Expenses

- Scholastic Magazines - \$1904.25
- Beautification Committee (wreath decorations) - \$140

Income

- Chipotle Spirit Night - \$235.26

December Financial Report

Expenses

- Teacher stipends - \$146.06
- Literacy challenge rewards (bookmarks & DQ gift cards) - \$40.66
- Literacy challenge & library request (hot cocoa supplies) - \$97.58

Income

- Chick-Fil-A - \$240.67

January Financial Report

Expenses

- Teacher stipends - \$141.97
- Literacy Challenge Reward - \$30
- Conference Meal Supplies - \$30.02

Income

- Windsor Wear - \$190.63

ALL ABOUT PAWS

PAWS PRESENTATION

QUESTIONS

While we would like to be very respectful of everyone's time tonight to accomplish this we ask that you hold any and all questions about this presentation for the end. There was an opportunity given to send in any additional questions to be added to the agenda. There were no questions sent in, so we will only be answering questions at the end about the presentation tonight.

What is the Purpose/Mission of PAWS?

- Promote academic growth and development at Windsor.
 - Supply and facilitate parental and community aid to Windsor.
 - Provide financial resources to enhance educational facilities and opportunities for the students of Windsor that are not otherwise provided for in the school corporation budgets.
 - Promote parental support for and cooperation with the teachers and administrators of Windsor.
- We use these as our guidelines for what PAWS Board members do!

What is PAWS?

PAWS stands for Partners At Windsor School.

- PAWS is Windsor's parent organization to help support the learning and development environment at Windsor Elementary school.
- We are a PTO. This means that anyone that wants to participate does not pay in dues to do so. Whereas if we were a PTA you would have to pay to participate.
- We are a volunteer based group committed to the students, teachers, and staff at Windsor.
- Throughout the school year we plan and host a variety of events and activities. (Examples: winter Literacy challenge, Windsor Social)
- In addition, we organize various fundraisers during the year with all profits used at Windsor to help Windsor students and staff.

What does PAWS do?

- While PAWS has the purpose to promote academic growth and development, we are a separate entity from the school and their policies and goals.
- Therefore, we run as a voting board on what the group will be able to do for the school.
- We work with the administrators. Administrators of Windsor do not have a voting seat on the PAWS Board. This would be a conflict of interest for Windsor as well as the Administration.
- PAWS provides financial resources to help fill the gap of what Windsor needs to be successful and thrive from what may be missing from the school budget.
- PAWS aims to bridge the gap between communicating what teachers want for their classrooms and asking for assistance from parents and community to provide that .

What does the schedule for PAWS look like?

- The calendar year for PAWS runs from July 1 to June 30.
- The year begins in April/May by asking staff their financial needs and or wants for the upcoming school year.
- June: The finances from the ending school year are closed out.
- July: The budget for the upcoming school year is started. More about this in treasurer.
- August: Planning meetings begin as a board. School schedule is looked at and dates for upcoming events are determined. Meeting with school leadership is held in mid to late August.
- September through May: Monthly meetings are planned and ran. Any fundraisers or activities for that month are planned, set up, ran, and cleaned up.

How do you become a Board Member for PAWS?

- Meet the qualification requirements for an active member and submit your name for nomination for an officer position during the yearly elections.
 - Qualification requirements are to have attended at least 4 public PAWS meetings over 12 months
 - Attended at least one PAWS event over the 12 months
- A vote will be held to fill positions up for election that year in May.
- To vote you must be a member in good standing
 - Have attended one PAWS meeting per semester and 1 PAWS sponsored event

The person that you vote into the PAWS Board is the person that you are entrusting to vote in PAWS for you.

PAWS Treasury

- Consists of 3 accounts
 - Current Year
 - Fundraising
 - Reserve
- **Current year** - contains funds allocated for the current school year's budget that were raised the previous year
- **Fundraising** - holds the funds raised during the school year from events. These funds are earmarked for the next school year and cannot be used during the current school year
- **Reserve** - holds funds that are set aside to allow PAWS to operate and support the school in the event no fundraising can occur during the year.

PAWS Treasury (cont.)

- The treasury is kept at an insured financial institution
- For security purposes, 2 officers (treasurer and one other) have access to the accounts and are able to deposit/withdraw funds and review financial transactions.

PAWS Budget

- Created based on
 - Findings from the previous year's budget and spending
 - Requests and/or suggestions from Windsor staff and/or administration
- Drafted in June and voted/approved on in August by PAWS executive board members
- Shared with Windsor Administration in August
- Shared with everyone at the first general PAWS meeting of the school year in September
- Contains line items for allocated funds for items to be used for or at Windsor
 - The line items are for specific funding allocations for either an item or a group

PAWS BUDGET SHEET

	Budgeted	Actual
Classroom Funding		
Counseling	\$ 150.00	\$ 113.53
Art	\$ 150.00	\$ 141.97
Music	\$ 150.00	
Library	\$ 150.00	
PE	\$ 150.00	
Media	\$ 200.00	\$ 195.89
Nurse	\$ 50.00	
Events		
Windsor Social	\$ 125.00	\$ 44.98
Staff Reimbursements/Stipend (\$100 per staff)	\$ 1,800.00	\$ 309.88
Fall Conference Meal	\$ 150.00	\$ 164.62
Fun Night	\$ 500.00	\$ -
Spring Conference Meal	\$ 150.00	\$ 30.02
Fine Arts Night	\$ 150.00	\$ -
Teacher Appreciation Week	\$ 1,500.00	\$ -
Field Day	\$ 165.00	\$ -

Field Trips		
K-5 Grade Field Trips	\$ 1,500.00	\$ -
5th Grade End of Year Outing	\$ 1,000.00	\$ -
Groups		
Battle of the Books (T-Shirts)	\$ 250.00	\$ -
Castle Singers (T-Shirts)	\$ 500.00	\$ -
Beautification Committee	\$ 350.00	\$ 140.00
Misc Funding		
Scholastic Magazines	\$ 2,100.00	\$ 1,904.25
Movie License (3 yr - \$1000/yr)	\$ 1,000.00	\$ 1,000.00
Teacher Wish List / Indoor games	\$ 500.00	
Bad Checks	\$ 100.00	
Petty Cash	\$ 300.00	\$ 150.00
Printing Costs	\$ 100.00	\$ 175.32
Playground balls	\$ 350.00	\$ 333.12
First day teacher snacks	\$ 100.00	
Other	\$ 500.00	\$ 138.24
Unallocated	\$ 1,750.00	

What does PAWS do for the school?

- Provides meals for conferences
- Organizes snacks for conferences
- Provides funding for field trips
- Provides teachers with a stipend for classroom supplies
- Provides funding for the 5th grade field outing
- Provides funding for Scholastic magazines to all classes
- Provides playground balls to all classrooms
- Provides funding for Windsor Social
- Funded and ran the Literacy Challenge
- Provides a meal for Teacher Appreciation
- Organizes Windsor Wear
- Helps to organize and fund Fun Night
- Gather and Organized teacher wish lists

