September 12, 2017 PTO Meeting Minutes

1. Welcome back!

* Introduction of current PTO team members

1. Office manager update:

* Dixie is current interim office manager
* New office manager has been hired, awaiting official start date

1. Introduction of new principal, Stephanie Russell
   * Would like to initiate volunteer orientation process for Myers – discussion re: how often, run by PTO, etc.
   * Volunteer handbook available
   * Request for assistance from PTO – Opportunity to have the NED Show Assembly the week of December 5. Would require before school support of the PTO to sell items December 5-7, 11-12.
2. Hospitality Update
   * Gift packets handmade for all staff birthdays – welcome additional volunteers in creating these.
   * Thank you to Baskin Robbins for continued support – treats after each PTO meeting, coupons for library reading club, etc.
   * Reminder that PTO will provide meals for teacher during fall & spring conferences.
3. Vice President Update
   * Staff appreciation binder is available for teachers and staff – will be located in the office; specific location TBD
   * Book Fair is beginning and volunteers needed. Please see handout of times needed.
     1. Set up: Friday, September 15
     2. Before & after school Monday, September 18 – Tuesday, September 26
     3. Tear down after school on Tuesday, September 26
     4. May also sign up with Mo in library.
4. Financial Update
   * Working with school district on obtaining an accurate, up-to-date account balance.
   * Review of reimbursement process (forms in PTO box in lobby of school).
   * Only money spent thus far this academic year are $200 for all teachers/support staff
   * Discussion re: possible purchase for safe to be used by PTO
   * Reader board forms for student’s birthday available at office – family may donate.
   * \*\*\*Question: does PTO wish to send out form in Friday folders?\*\*\*
5. Cookie Dough Sale Update
   * Likely do this fall as sales could be for Holiday gifts
   * Kera, PTO president, will discuss possible dates with Principal Russell re: possible dates for kick-off assembly to happen BEFORE Thanksgiving break.
6. Proposed Activities
   * Movie night? – Discussed re: possible to occur in January. Will table discussion until November
   * Bucket challenge? – Staff vs students’ spare change event fundraiser. Other West Salem Elementary school participated last year and raised $12,000. Discussion re: possible date of April or May?
   * JogAThon – review to likely occur first week of March this year. Discussion re: Valerie & Kelly’s last year – interest in volunteers to take over? Can shadow this year prior to takeover if they wish.
7. Announcements/Updates:
   * PTO meetings will now occur the 2nd Tuesday of each month.