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.