

**PTO September 2014**

**Meeting Minutes**

**In Attendance:** Dayle Ferguson, Amy Nassif, Emily Lutz, Tracy Ashbaugh, Lisa Vactor, Susan Tirch, Allison Painley, Megan McCrory, Michele Krafjack, Susan Cable, Kim Cenci, Danielle Mannelle, Jen Lyker, Karen Harvey, Jessica Radell, Tina Richard, Amy Riggio, Jenn Pro, Tanya Yoshioka, Brena Callithen

**Meeting Called to Order:** 9:45 am start

**Introduced 2014-15 Board Members**

**Presidents report**

**Approval of May 2014 Minutes**

**Reviewed September dates**

**9/3 MAC Orientation 6-8pm**

**9/9 PTO Meeting**

**9/3 MAC orientation 6-8pm**

**9/4 MAE orientation 6-8pm**

**9/8 Contact Parent Meetings PC 9-10 am and 10-11 am**

**9/9 Contact Parent Meetings MAE 9-10 am, 10-11 am, and 11 am -12 pm**

**9/11 PC Picture Day**

**9/17 MAE Picture Day**

**8/18 MAC Picture Day**

**9/19 Two Hour Delay**

**9/26 Spirit Wear Sale Ends**

**Contact Meetings Listed incorrect dates...check dates...corrected them**

**Spirit wear being delivered with market day delivery**

**Box Tops to be cut and counted... Days: October 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>**

**Wear March for Mars t-shirts during orientations and March for Mars Events**

**Sheri McMaster working on the school email list will be updated ASAP**

**Email information forms going out Friday...due Sept 19th**

**Meteor deadline Oct 1st**

**PTO Website going to be refurbished**

**School affiliated organization amending by-laws... People employed by district cannot hold a PTO position...would not apply to substitute teachers, volunteers, will likely effect substitute staff list**

**Facilities requests need to be submitted contact Kim Cenci**

Troy Polamalu jersey adult size... What should we do with it? Discussed suggestions on how to get rid of it...fundraiser, contests

Mini Soccer nets... We need some...don't have them. For frisbee golf  
Discussed whether they should be ordered or maybe change that game during the fun days

#### Treasurer's Report

Check request, reimbursement forms and deposit notices- These forms were discussed....They are available online on the PTO website. They are also available at each building along with bank slips and bank stamps. There is a plastic folder in every building for treasurer.

Make sure checks are stamped

Check requests – the steps needed to submit check requests were discussed.

Forms are on website can be printed out at home. No need to visit the schools.

Reiterated the fact that the money collect for school events can only be handled by PTO board members and building chairs.

All money to be deposited has to be counted by two board members. It is to be deposited within 24 hrs of event. Two people are needed to deposit money in the night deposit box.

Budget is available on PTO website

Proposed budget discussed

Biggest change in budget will be the March 4 Mars event ....opt out included in this fundraiser

Opt out is per child

#### Principal's Report

Mr. Kostewicz - \$4800 still needs to be spent of money provided to him from PTO for the school.

Mr. Zaccari - Had nothing to discuss

Mr. Lape - Thank you for \$5000 towards microscopes for the Centennial School

Discussed location for March 4 Mars

#### Teacher Liasion

Ms. Comnesso requested clarification for fund raiser. Many teachers asking questions. March for Mars discussed later in the meeting.

Schedule containing times for each class to walk will be provided soon

Kindergarten Teacher Concerns—Asked that Friday Folder papers be provided to teachers by

Thursday, especially for am kindergarten

#### March for Mars

Corporate sponsors to front the cost

Front costs are covered

Crowdrise online fundraising option...able to join team, which then creates personal link

5% goes to Crowdrise and there is a 30 cent credit card usage charge

Cash and checks accepted in envelopes provided to students. Deadline for these envelopes is Sept 12<sup>th</sup>. Prizes not guaranteed if after this date

Multiple children can be submitted together. Money will be divided equally.

There is a teacher incentive lunch...Winner will be based on average money per student collected per class

Top raising class will receive a pizza lunch. One lunch per building.

Concern was discussed on how to deal with kindergarten winning, since they don't eat lunch at school....maybe more recess

Walking schedules will be emailed to teachers

Open visitations will have signup sheets....Requested volunteers to help with delivering the prize t-shirts

Also requested volunteers to help with clean up and tear down...Discussed the need for classroom marshals to walk with the classrooms

Will make sure all of the volunteer s are aware that they may be needed for rain days as well as the scheduled March for Mars days.

Winning class announced on day of event. The other prizes will be delivered in October.

### Contact parents

Contact meeting issues...Make volunteer parents aware that they may need their license to get into the centennial building....Discussed the need to have an extra person in lobby to get interested parent's information if they cannot get into the building.

Contact parent or M4M marshal...can be M4M marshal if not picked for contact parent

No need for alternates for marshals

Snack list is posted on PTO website for all to check

Classroom celebration list seems to be still available. This is the party food provided by the cafeteria.

Get snacks approved well ahead of time...suggest 2 weeks

### Box tops

Jenn Pro – new committee head...begins Oct. 6<sup>th</sup>

Oct. 10,17,24 counting days 9:30am-3pm

She will be sending box tops home to cut if parent wishes to do that.

### Yearbook

Sale will be Oct 10-24th

No price increase...Life touch supporting March 4 Mars

Building chairs confirm volunteer attendance at picture day...building chairs to be in touch with Tina Richard

Suggest 1-2 people at each building

From prior experience, it is important to have volunteers first thing in morning.

Tina is also in need for volunteer photographers for parties etc.

Yearbook Online payment will be available again.

### Field trips

Kindergarten field trip will be in the spring

1st grade selecting new venue...children's museum possibly??

Field trip chaperones still need clearance forms. The forms are on the website. These clearance forms need to be made more visible.

Nurse bill for services \$40/hour or per day....Discussed the need to figure out how this nursing cost is being covered

### Spirit wear

Magnets 2 different kinds of magnets

Magnets are larger than what was expected. Issue with cost. May be taking a loss on the magnets.

Tracy Ashbaugh (field trips) to give Tanya 2 month heads up on t-shirts

They are to discuss amount of shirts to order

### Open Forum

PTO Paper delivered to the buildings

### Next Meeting

October 9<sup>th</sup> LGI room 7 pm (Evening Meeting)

Meeting Adjourned: 10:57 am