

# Mars PTO Meeting Minutes

Sept 4, 2018

**Attendance:** Rachel Steigerwald, Amy Riggio, Karen Goul, Jessica Black, Heather Johnson, Michele Krafjack, Heather Garver, Cheri Banks, Michelle Bender, Alexia Northrop, Sandy Becker, Jen Chomicki, Tracy Ashbaugh, LeeAnn Riner, Alison Painley, Julie Walker, Katy Petrus-Chopyak, Helianna Orr, Tanya Yokiosha, Amber R, Carol Berg, Laci Yocum, Carly Bartle, Jessica Randall, Jennifer Lasch, Kristin Ligda, Jenna Falkner, Jen Lyker, Jenn Lee, Dayle Ferguson, Kiley Shine, Dr. Shipley

**Call to order** – 9:30 by Rachel Steigerwald

**President Report** – Rachel Steigerwald

Orientations are taking place this week at all three schools 6-8 pm. PTO arrive at 5:30. Please remind parents to sign up on our website, like our FB page, and help with box tops. March for Mars fundraiser packets came home last Friday. Rachel went over dates Oct 2-4. Fall parties dates reminder. No treat bags, no food, only a craft and games. Book Fairs for the fall are coming up. PC book fair is put on by their librarian, not the PTO so not sure of the dates.

Rachel went over all upcoming dates on the calendar and as listed on the agenda.

**Approval of Minutes** – Amy Riggio

May meeting minutes were read and Karen G motioned to approve the minutes. Minutes were unanimously approved.

**Treasurer's report** – Jessica Black

Voted to approved 2018-19 budget. Budget was voted and approved (Karen Goul motioned and Jenn F seconded)

Teacher reimbursement forms will go in the mailboxes today.

Thanks to Jen Liker for setting up the M4M website so we can take donations right through the PTO website.

Jess went over financial guidelines for PTO. Every board member must have and follow the guidelines. All forms are on the website – can be completed online now and emailed to Jessica but she would prefer a hard copy. Money needs to be deposited within 24 hours. Metal cash box at each school has supplies for deposits. Submit check requests to Jessica if you need cash for your event well in advance. If you are new to making deposits, please ask for help from someone who has done it. Please complete paperwork and put hard copies in the PTO mailbox for Jess. Please don't text or send pictures. She needs the hard copy.

### **Principal's Report** –

Mr. K – We are going to continue all procedures as done in the past. Have all paperwork that goes out approved by the principals. No food at parties. Volunteers are welcome. Feel free to email Mr. K with any questions.

Rachel talked about Buddy Benches. Mr. K liked the idea of the benches. Mrs. Shine and Dayle thought it was a good idea. Parent feedback was positive. Rachel will move forward with looking into placing them at all three schools.

### **Teacher Liaison**- Mrs. Shine

MAE is short on Ipads. They are looking for donations for each classroom to have one.

Box out Bullying is what PTO is sponsoring this year as an assembly instead of sponsoring author days. Mr. K says all three schools will be back to back.

### **Contact Parents** - Heather Johnson

Carly Bartle and Heather are working together for contact parents. Deadline to apply is Friday at noon. Sept 14<sup>th</sup> information meeting at 10:00 at Centennial in the library for next steps (non-mandatory). Contact parents will be reaching out for information from the class parents. We are eliminating paper and information will be sent home electronically.

Please sign up for PTO volunteering with the name that matches your clearances. We are still requiring 2 weeks in advance for license scan to participate in holiday parties or any other event. Jen L will send an email blast reminder to sign up for electronic correspondence.

### **March for Mars** – Rachel

Packets went home on Friday. The march will happen the first week of October. They are blue and gold spirit days. Money raised goes to pay for field trips and all the programs PTO sponsors. Don't forget about counting days. Also Oct 1 much help is needed for prize sorting. Sign up will be coming.

Alison P – M4M liaison for Centennial, Jessica Randall – MAE, Julie Walker – PC. Mr. K will be sending the class schedule for the day to Alison to distribute for volunteers. Water jugs are in the PTO room, popsicles are not going to be offered. Sign-ups will be going out for volunteers.

### **Box Tops** – Michele Krafjack

Sept 10-28 is the box tops contest. There is a new process this year. Box Tops parent sign-ups are going well. There are still classrooms that need parent sign ups so more reminders will go out.

Prizes: MAE book fair certificates (\$7), PC and MAE Holiday Shop certificates (\$5)

**Book Fair** – LeeAnn Riner

MAE – Mr. Lape would like to move the book fair to the gym for both fall and spring fairs. Do we want to do ALL for BOOKS, rounding up to the highest dollar? We decided to round up for parents but not for kids. Rachel reminded no siblings at our events. Vouchers will be given to free and reduced lunch kids. LeeAnn will request not as much junk to sell and stick to more books. Theme is “Tale of Enchantment.” No family night for the fall but will try to coordinate with open house in the spring.

Centennial – PTO has been asked to do the book fair again like last year. It is not an official PTO event – money will go to the school. It is not mandatory to help. Jenn Lee is taking lead. Fair will be 25<sup>th</sup>-28<sup>th</sup> of September.

Notes will be sent home to parents with scholastic packets in the next few weeks. MAE is cash, check or credit.

**Spirit Wear** – Sandy Becker and Tanya Yoshioka

Sale is opening on Friday the 7<sup>th</sup> through Sept 26<sup>th</sup>. Online ordering only. Pick up is Oct. 24<sup>th</sup> from 3:30-7. This sale is available to anyone in the district. Spread the word that parents can buy for shirts to wear while volunteering. Field trip shirts will not be given to parent volunteers.

**Year Book** – Lorrie Southwell

Picture days are coming up for all three schools – Sept 10, 11 and 13<sup>th</sup>. Chair people are Cheri Banks (MAE) and Kim Kivlan (PC) and Lorrie (Centennial and Coordinator). Volunteers are needed for picture days.

**Field Trips** – Tracy A

All the same except for 4<sup>th</sup> grade. Reminder about clearances – check with administration. A new place to do fingerprinting – Indentigo. Teachers will choose chaperones in November.

**Open Forum** –

Jessica asked for a new login for online square. Paper has been ordered for all three buildings.

**Meeting Adjourned! 10:51**

**PTO photo taken**