Officer Meeting Minutes

2012/2012 School Year

Officers Only/Summer Meeting/July 2012

1. Mission Statement - Stacy brought up that the mission statement has been changed every year. She proposed simplify the statement, make it shorter and to the point, and keep it year to year. Stacy will work on this and bring forth a few different versions to vote on.
2. 2012/2013 PTO GOALS -
	* Provide support for classrooms and teachers
	* Provide supplemental financial support for the benefit of the elementary school experience.
	* Work to enhance the sense of community connection between home and school
	* Accomplish two primary projects within the school year that enhance the school environment
3. By-Laws available – we are under the non-profit of the school per Cheryl. No changes
4. Pending before onset of school and start of school
	1. Back-To-School BBQ – as the BBQ gets closer we need a crew. We need 2 grills, someone to help set up and help serve. Last year RIF distribution and Tshirt sale. This year possibly do a tye-dye station. Linda in charge of securing grill people. Stacy will set up the food, PTO members will serve. RIF and tshirts sales will happen. We need beverages condiments and paper goods. Cheryl will donate whatever is left over from old home week. Julie Van Dyne may be able to get beverages from Pepsi. Sloane suggested Group Me app to keep in touch re: this BBQ. Sloane will send us link.
	2. Teachers did not get gift cards at end of year. Cheryl will move heading of kindergarten donation of $500 to it’s own line. We still then have $600 in the line item for teacher gift cards. We decided to hold off on purchasing $25 gift cards at the beginning of the year.
	3. BTS packets: Volunteer form – Sloane will work with Holly/ Magnet order Holly will do.
	4. Website – Stacy will get in touch with Deb Parsons to see if she is willing - If she doesn’t have the time, Sloane will learn how to and take this over. Website is out of date and needs to be revamped; needs to be redone before school year begins.
	5. School Directory – Sloane will be working on that
	6. Excusal pads – Sloane will talk to Wendy about that
	7. First Monday of every month at 3:45; except Sept. (Sept. 10)
	8. Caesar date delivery date set Nov. 16th
5. Budget: Expected Income/Expense Review – we need to tweak what we are expecting to make, and look again at expenses to decide if we want them to be expenses. Cheryl is taking notes on expected and actual income. Sarah still has money from dance; Cheryl will inquire about this. Stacy will email current income and expenses so PTO members can review and come to next meeting with input as to what to keep and what not to keep. Sloane mentioned we need to be present at Back to School night to meet and greet. Cheryl is up to date on all bills.
6. New project ideas: Little Ceasar’s suggested $50 gift card to highest seller, Cheryl suggested a table to sell bulbs, bags, and Tshirts at Old Home week. Yes to bulbs for the fall.
	1. Lori – subs for teachers – Lori will talk to Brian about feasiblilty and how much it costs
	2. natural playground
	3. Trailer – in bad repair – consideration of enclosed trailer – Holly mentioned using it for other school purposes – maybe we should talk to the O’Briens, ESSC, to get their opinion.
	4. Beautification of the school front – raised beds and shrubs to block places that should not be walked on. Maybe each grade decides on a permanent garden-type (butterfly, herb, flower, veggie, rock garden). Lori talk Erik about designs/donations/ planning.
7. Fundraisers – what to keep, what to get rid of, chairpersons,
	1. Themed basket – each class makes a themed basket to be raffled off Kids sell the raffle tickets at the school, we sell them at the craft fair as well, baskets raffled off at the craft fair. PTO buys baskets and cellophane wrap. Room parents organize the basket for the grade

\*\* MONEY COLLECTED should be counted by two people and signed off.

1. Website agenda, Stacy letter – Stacy will talk to Deb, if she doesn’t want to do it she will talk to Sloane

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Budgeted |  | Actual |  |
|  |  |  | 2011-2012 |  | 2011-2012 |  |
|  |  |  |  |  |  |  |
| Back to School BBQ |  |  |  (200.00) |  |  (121.35) |  78.65  |
| Magnets |  |  |  (250.00) |  |  (262.98) |  (12.98) |
| Book Fair |  |  |  650.00  |  |  1,066.64  |  416.64  |
| Busy Bees |  |  |  200.00  |  |  290.00  |  90.00  |
| Craft Fair/Raffle Table |  |  |  950.00  |  |  998.25  |  48.25  |
| Class Room Supplies |  |  |  (600.00) |  |  -  |  600.00  |
| Field Trip Funds |  |  |  (700.00) |  |  (200.00) |  500.00  |
| Graduation Flowers/Gifts |  |  |  (575.00) |  |  (568.00) |  7.00  |
| Hair Cut |  |  |  |  |  -  |  -  |
| Hannaford Dollars |  |  |  500.00  |  |  246.00  |  (254.00) |
| Library Books |  |  |  (200.00) |  |  (28.00) |  172.00  |
| Little Caesars |  |  |  300.00  |  |  909.00  |  609.00  |
| Read Across America |  |  |  (500.00) |  |  (350.00) |  150.00  |
| RIF |  |  |  (650.00) |  |  (534.00) |  116.00  |
| Playground Equipment |  |  |  (500.00) |  |  (408.66) |  91.34  |
| Snow Day Transportation |  |  |  (700.00) |  |  (453.75) |  246.25  |
| Teacher Appreciation Week |  |  |  (75.00) |  |  |  75.00  |
| Technology |  |  |  -  |  |  |  -  |
| Babysitting |  |  |  (100.00) |  |  (90.00) |  10.00  |
| Directory |  |  |  (120.00) |  |  |  120.00  |
| Family Dance |  |  |  |  |  |  -  |
| Arts Jubilee |  |  |  |  |  (125.00) |  (125.00) |
| Kindergarten Supplies |  |  |  |  | (500.00) |  (500.00) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Budgeted |  | Actual |  | Budgeted |  | Actual |
|  |  | 2010-2011 |  | 2010-2011 |  | 2011-2012 |  | 2011-2012 |
|  |  |  |  |  |  |  |  |  |
| Back to School BBQ |  |  (200.00) |  |  |  |  (200.00) |  |  |
| Magnets |  |  (250.00) |  |  |  |  (250.00) |  |  |
| Book Fair |  |  650.00  |  |  864.70  |  |  650.00  |  |  |
| Busy Bees |  |  490.00  |  |  |  |  200.00  |  |  |
| Craft Fair/Raffle Table |  |  950.00  |  |  |  |  950.00  |  |  |
| Class Room Supplies |  |  (550.00) |  |  |  |  (600.00) |  |  |
| Field Trip Funds |  |  (700.00) |  |  |  |  |  |  |
| Graduation Flowers/Gifts |  |  (475.00) |  |  |  |  (575.00) |  |  |
| Hair Cut |  |  500.00  |  |  |  |  |  |  |
| Hannaford Dollars |  |  700.00  |  |  |  |  500.00  |  |  |
| Library Books |  |  (200.00) |  |  |  |  (200.00) |  |  |
| Little Caesars |  |  300.00  |  |  |  |  300.00  |  |  |
| Read Across America |  |  (500.00) |  |  (500.00) |  |  (500.00) |  |  |
| RIF |  |  (650.00) |  |  (634.00) |  |  (650.00) |  |  |
| Playground Equipment |  |  (500.00) |  |  |  |  (500.00) |  |  |
| Snow Day Transportation |  |  (600.00) |  |  |  |  (700.00) |  |  |
| Teacher Appreciation Week |  |  (150.00) |  |  |  |  (75.00) |  |  |
| Technology |  |  (1,800.00) |  |  (1,794.00) |  |  -  |  |  |
| Babysitting |  |  (100.00) |  |  |  |  (100.00) |  |  |
| Directory |  |  (120.00) |  |  (83.56) |  |  (120.00) |  |  |
| Family Dance |  |  -  |  |  (111.25) |  |  |  |  |
|  |  |  |  |  |  |  |  |  |