

## **Meadowfield Elementary School PTO Minutes 8/12/2019, 5:30pm**

**Present:** Cassandra Eckstorm, Kirsten Dooley, Michelle McDonnell, Satcher Armstrong, Toire Vince, Principal Davis

**Absent:** N/A

**Welcome/Call to Order:** Eckstorm 5:38pm

### **Report on 2019-20 Calendar of Events/Committee Overview**

- Beautification: Moriah Evans has already planted the big pots out front
  - Pine straw is replaced once or twice a year--once by the district & once by the PTO
- Bingo Night 9/24: PDQ will sell sandwiches to MES for \$2.50; PTO can mark up as a fundraiser if desired
- Box Tops: This process is changing, which may impact the Store. They are moving away from clipped box tops & will utilize mobile receipt scanning instead.
- Bulletin Board: The board itself has been removed as part of the hallway painting and will not be replaced. PTO will need to utilize the morning news show as a way to advertise events to students.
- Fundraising: There will be dual fundraisers this year--Otis Spunkmeyer & Believe Kids. PTO is not doing Charleston Wraps.
  - The fundraiser will end on September 24, money needs to be counted and deposited as received. Delivery date is October 30.
- Fun Run/Carnival 3/28: Same weekend as last year
- Heart Hop Dance 2/11: Planning needs to be started prior to the December break
- Meadowfeed: Harvest Hope will pack bags, we just need to supply 3-4 volunteers for 1 hour on Thursdays to assist
- Prospective Parent: Erin Granger has created a Prospective Parents folder with materials.
- Spirit Night locations are set for 9/17, 10/10, 2/18--other locations are still pending although dates have been determined
- Spirit Store: T-shirts have been ordered. PTO should look at outsourcing to another site for future years.
  - Consider doing a Black Friday sale to make room for cold weather clothes.
- Teacher Appreciation:
  - We will set up a permanent 50% code for Teachers to use all year. New teachers get 1 shirt.

- MOTION #1: Eckstorm motioned to give every teacher with an instructional classroom (not assistants) start-up funds = \$50. McDonnell seconded. All approved.
  - Eckstorm will deliver funds along with a letter regarding the Teacher Grant process on Friday, August 16, 2019 at 11:30am.
- Teacher Grants: Funding of program is dependent on the success of the fall fundraisers.
- Note: Committee Chairs need to submit info 4 weeks prior to the event

### **Meet the Teacher Night (8/19/2019 @ 3-6pm)**

- Armstrong needs 3 volunteers in one hour slots from 3-4pm, 4-5pm, 5-6pm plus someone to run the Spirit Store
- PTO will give out "We Love Meadowfield" yard signs for free
- Armstrong will decorate with balloon garland
- Principal Davis will pull out uniforms for the resale and set up tables

### **Chair & Co-Chair Night (8/18/2019 @ 5pm)**

- Armstrong is hosting; PTO will provide chicken nuggets using PDQ gift cards
- Agenda: Budget, Calendar, Reimbursements, Deadlines, Volunteering
- Google Drive: Share with Chairs and ask them to add any resources, including any older resources, flyers, etc.

### **Principal Update**

- Ms Reese will send t-shirts sizes for new teachers
- Janice Sturgenour (sp?) at Richland Library wants to host a spirit night/Reading Night
- Recommends that for future years PTO boxes school supplies by grade & sells as a fundraiser
- PTO has previously paid for water filtration system that the teachers use
- MOTION #2: McDonnell motioned to pay for filtered water system out of special projects--Tabled until Budget review.
- New SRO this year = Michael Dwyer
- Searching for a new nurse; Nurse Shimkus is subbing until she has her baby

### **Budget**

- McDonnell reviewed proposed budget, which is Activity-based and is currently balanced at zero, all over and under performance will affect the bottom line of any potential earnings.
- Administration: Added \$50 to advertise events on social media the Carnival, Prospective Parents night, etc. (note: Admin budget was increased in order to continue the new approach of advertising community events, with each event having approx \$50 to advertise via FB and other methods).

- Placeholders for bank fees & cookie dough for fundraiser
- Doubled recess equipment
- MOTION #3: Dooley motioned to hold off on teacher grant funding until the October PTO meeting, pending the success of the fall fundraiser; Eckstorm seconded; All approved.
- MOTION #4: McDonnell motioned to approved budget; Dooley seconded; All approved.
- MOTION #5: Eckstorm motion to pay Water Filtration Bill of \$421.40 to Quench Water Machine out of the Teacher Appreciation budget; McDonnell seconded; All approved.

**ADJOURN:** Eckstorm @ 7:54pm

### **Action Items**

Armstrong:

- Make Volunteer sign up sheet for Meet the Teacher Night
- Make balloon garland for Meet the Teacher Night

Eckstorm:

- Make cash envelopes for Teachers with grant info
- Get nuggets for Chair & Co-Chair night
- Make agenda for Chair & Co-Chair night

McDonnell:

- look at new site for spirit store for future years
- Set up 50% code for teachers to use at spirit store
- Bring Budget printouts and necessary forms to committee chair meeting.

Vince:

- Update PTO event calendar with volunteer & promotion deadlines (Done)
- Make a sign for donations for the uniform exchange
- Make/post resources from Prospective Parents folder electronically
- Send PTO minutes & Google Calendar to Ms Pearce to post on MES website
- Review PTO page/MES website and recommend changes/updates
- Promote Amazon Smiles
- Add all events to Google Calendar & share with Chairs

Davis:

- Put out old uniforms for a uniform exchange on Meet the Teacher night. Set out on 2 tables on stage left, downstage towards stairs.