

Smyrna Elementary School PTO Meeting Agenda

October 13, 2016
Meeting Time: 3:45
Meeting Facilitator: Amber Licklider
Location: SES Library



Board Members **Amber Licklider-President, Laura Wilson-Vice President, Hope Squier-Secretary, Amanda Blair- Treasurer, Evie Coates- Hospitality Coordinator**
Open Board Positions – Fundraising Coordinator, 2nd Treasurer

Chair Members **Kelley Robinson-Book Fair, Christy Wasilkowski-Box Tops Coordinator, Candace Decker- 2nd Box Tops Coordinator**

Open Chair Positions- 2nd Book Fair Chair, 2 Yearbook Coordinators

Item

Call to order/Welcome and approval of September meeting minutes
Meeting called to order at 1546. 2nd by Mrs Melvin.

Reviewed opened board member seats and responsibilities. Must attend 3 meetings to hold board position and then be voted in.

Contact Amber Licklider for information on board position if interested.

Yearbook

Contest for cover art, front and back. Starts November to December 12th

Judges: Miss. Ruth (Janitor), Nurse B, Missy (front office)

Cost \$14.00 till February and then increase to \$18.00

Look for further information to come.

Amanda Discussed:

Treasurers' Report

Reviewed Budget Print Out, Budget will be open to public and ability to view on PTO website.

Book Fair: \$177.00 made from the raffle baskets which were put together using scholastic dollars made from last year's book fair.

September Book Fair was successful See Treasure report for exact amount of profit.

Reviewed Scholastic dollars risk and benefits of taking scholastic dollars vs cash.

Next Book Fair is February 6, 2017. Will utilize online sign up again and have 2 parent nights again as this seems to be helping with sales.

Coupon Books Fundraiser: This was a no risk fundraiser that turned out to be a benefit. To date we have profited \$3,900.00. This was an extra fundraiser that we did not plan on having but excited on how well it went.

PTO is not responsible for books not returned but we will be sending Parents/students who have not purchased the book or sent it back an urgent notice to return the book.

Idea discussed: that students who don't return the book will not be able to purchase spiritwear or yearbook.

Amber is to speak with Morrison on this.

Field Trips: To date 4th grade is over budget for the one field trip that they have taken by \$400.00. No plans have been expressed by the 4th grade team on how they plan to reimburse as of this meeting. Further discussion took place as to the need for reimbursement and to allocate funds as PTO also in previous years have been utilized to pay for the 4th grade fly away ceremony, Mr. Frostee, and 4th grade picnic. Amanda & Amber are working with the 4th grade team to find solutions.

Kindergarten, 1st, 2nd, and 3rd are in good standing with their field trip budget.

The PTO board wants to stress that there are several things that we would like to do to benefit the school in the classroom and are seeking ideas from the teachers and staff for ideas. Field trips are educational but expensive and the PTO feels the money could be better utilized in the classroom.

One idea that Amber and Amanda are working on is replacing/buying new

chrome books for the classrooms. These are smaller and take up less space in the classroom than the standard desktop computer. Other ideas include new gym supplies, new art supplies, new music supplies. The PTO would like it to be something we can do from year to year to better the environment and student enrichment.

Christy discussed:

Box Tops: Still in process of counting box tops for this first contest of the POPCORN PARTY. Contest ended 10/13/16. All teachers box tops were collected. Hoping to have 1200 to 1500. Will need help to organize and distribute the popcorn for the party as there will be 1 per grade for a total of 5 parties and will need to coordinate w/teachers as to which day works the best. The next contest starts 11/14 and ends 12/16. Candace Decker and Christy Wasilkowski need party ideas if you have them email the pto at volunteersespto@gmail.com

Amber Discussed

Santa Shop: We are looking for Christmas decorations. It will be held 12/5 to 12/9. Will be utilizing the online sign up for volunteers to help shop. No item will be over \$5.00 in cost. There will be two parent nights on 12/6 and 12/8. It will be held in Mrs. Miller's room as the chorus concert is scheduled for 12/8 and they took the classroom that we were originally going to have it in. Title 1 is possibly going to be scheduled on 12/6. Both will hopefully draw people into the santa shop.

Also this year in lieu of going with a company the PTO decided to purchase items independently to sell. This was done with the hopes to improve the quality of the items that the kids were purchasing.

Candy Grams: The PTO will be selling candy grams during santa shop as well as during the February book fair. They will be \$0.50 for one or \$2.00 for 5.

Volunteers: For those of you who indicated on your form that you would be able to help out from home, we would like to utilize you for help with putting the candy grams together.

Meeting Adjourned 4:22 pm

See you at our Next meeting November 10, 2016

