



# PTO MEETING MINUTES

**Date:** 9/6/2016, 10:00am

**Place:** TES Administration Conference Room

**Attendees:** Erin Armstrong, Ms. Batista, Tony Casaerez, Misty Hart, Aimee Loftus, Lisa Lutz, Toni Maxton, Sharon Michael, Mrs. Middleton, Mrs. Sajecki

## **Mrs. Middleton – Administration**

- ◆ Dad's Breakfast date: 11/11 (Veterans' Day)
- ◆ Mom's Breakfast is tentatively 3/10
- ◆ No exact technology needs yet, they will be determined soon depending what we are given. The computer lab will need updating soon.

## **Ms. Batista – Guidance**

- ◆ Red Ribbon Week: no pumpkins, no hay, YES for Door Decorations! The kids love it!
- ◆ Red Ribbon tshirts will be sold, the profit pays for student Red Ribbon incentives
- ◆ Request for several school shirts and possible Fall Festival tickets for families; Ms. Batista will provide shirt sizes for PTO to order

## **Toni Maxton – President**

- ◆ Banners – we collected approximately \$7,000 from banner sales.
- ◆ Open House – Thursday. Toni will be there to set up, book fair opens at 5pm so we can be set up anytime. Aimee, Lisa, maybe Erin, Misty & Sharon will be there to help too. Sharon will set up Spirit Wear and Create sign "Last Call for orders"
- ◆ Painless Fundraiser is scheduled 9/19-9/27. Erin will create a new flyer using the sample Mrs. Gantt suggested. The forms will be copied, folded and inserted into envelopes. We will ask Toni Moles to create "Parent of xxxx" labels, Amiee and Lisa offered to help stuff envelopes
- ◆ Aerie Lane Night Out will be moved to October so as not to overlap with Painless
- ◆ Dana Fabrizio accepted School Store Chairperson, Mrs. Faukes (?) will do Boxtops

## **Misty Hart – Treasurer**

- ◆ Current balance is \$19,174 (prior to paying Spiritwear Invoices)
- ◆ All Spiritwear and Memberships are same line item for now, they will be separated once Membership numbers are confirmed with Aimee
- ◆ PTO cash bag will stay locked in Sue's office throughout the day and delivered to carline for Addison/Colton to bring home
- ◆ Square Credit Card transactions can ONLY be processed with the reader on a cellphone. No one is to take a credit card number and enter it manually.

### **Aimee Loftus – Membership**

- ♦ All memberships have been processed and “gumballs” are on the bulletin board;
- ♦ Guidance doesn’t need the bulletin board until Red Ribbon Week so we can keep PTO board up longer.
- ♦ Aimee will get with Annette to determine which staff members have children so they can be awarded a “gumball” and counted toward the class total

### **Tony Casaerez – Business Partners**

- ♦ Dine-Outs/Family Nights:
  - Chick Fil A (4-8pm):** September 8, March 21
  - Zim Zari, (all day):** September 8, November 16, February 8, April 12
  - Cinema 6 (pending confirmation):** September 23, January 13:
  - Sonny’s BBQ :** October 4, January 25, March 9
  - Bahama Bucks :** October 11
  - Cold Stone:** October 24, January 17, April 3
  - Chili’s (pending confirmation):** November 1, February 21
- ♦ Will start the vendor application process for Fall Festival in a few weeks, some businesses already interested; will work with Erin on the vendor flyer
- ♦ Mrs. Middleton will think about the location of the vendor tables; possibly on grass this year to avoid crowds on the sidewalks

### **Lisa Lutz – Volunteers**

- ♦ All Office Runner shifts FULL!
- ♦ Need 2 more Earth Patrol volunteers, will ask again and explain what is required
  - Mrs. Sajecki and Mrs. White are working on a flyer to explain Earth Patrol and what/when/how/why we collect recyclables
- ♦ Annette needs details on the volunteers so she can prioritize their approvals
- ♦ The copy person will be needed weekly, Annette has a basket in her office with all flyers that need copy/distribution
- ♦ Picture Day volunteers needed for 9/29 (one for morning, 1 for afternoon)
- ♦ No PTO volunteers needed for Flu shot clinic, JWMHS will provide HOSA students
- ♦ Suggestion for a Family Night – a Parent/Child sports night at the Trinity Sports Plex

### **Erin Armstrong – Communications**

- ♦ Erin took over calendar from Cole, the September edition is complete and will be electronically distributed along with TES Newsletter. Ads earned approx. \$300
- ♦ Painless Fundraiser flyer will be created similar to the sample Mrs. Gantt found, Toni to send Erin a copy.
- ♦ Tony will work with Erin on Fall Fest vendor application and flyer

### **Sharon - Secretary**

- ♦ Spirit Wear: still waiting on 2<sup>nd</sup> bow order; all shirts have been received and distributed
- ♦ We’ll place 1 last spirit wear order after Open House; will advertise on FB and during Open hour that it is “last call”

- ◆ Mrs. Middleton requested 4 school shirts for our bus drivers, she'll provide sizes and PTO will pay for them
- ◆ Teacher appreciation – Mrs. Middleton will let us know if the PTO is providing breakfast for Planning day on 10/17; we prefer Ms. Diane to provide it if possible and the PTO will pay.
- ◆ Mrs. Sajecki will provide a staff list for holiday gifts (no hurry)

**Special Event Updates:**

- ◆ Fall Festival, Friday October 21, 5-8pm (separate planning meeting will be held)
  - Food trucks will be chosen, they will sell beverages,
  - No Hay ride, food trucks will be positioned in the grass
  - Mrs. Middleton will check with Diane to determine if she depends on the cupcake revenue.
  - 2<sup>nd</sup> grade is planning to do cookie decorating and asked not to have a truck that competes with those sales (Faughnan)
  - Bouncers are booked (Big Splash Waterfall, Obstacle Course, small obstacle course for primary ages, 4-in-1 Sports bouncer. Vendor gave us discount after issue from Field Day; Mrs Middleton suggested we “test” the obstacle courses before we let vendor drive away to ensure proper set-up
  - Mrs. Sajecki will email staff about doing booths

**Next Meeting: Tuesday, October 4th**