

PTO OFFICER INITIAL MEETING

TUESDAY JUNE 30, 2009

DRAFT

Present: Elizabeth Gentry, Dana Hiott, Michelle Shelton, Jeanne Caron

TOPIC 1:

- Open House – Thursday, August 20th 6:00 – 8:00 p.m.
- Agenda:
 - ❖ 6:00 – 6:30 Welcome
 - ❖ 6:30 – 7:00 Lower School Hall Meet and Greet
 - ❖ 7:00 – 7:30 Middle School Hall Meet and Greet
 - ❖ 7:30 – 8:00 Upper School Hall Meet and Greet
- Welcome - PTO President; Board Chair and Head of School
 - ❖ Parents will go to designated area according to above times
 - ❖ Parents will be invited to come back to the cafeteria between sessions to meet with Booster Club, PTO, Board and Head Of School
 - ❖ Parents will also have this time to get information such as: Sports Schedule and requirements, Booster Club Events and information, PTO Meeting schedules and needs assessment.
 - ❖ Volunteer Opportunities will be discussed and sign up available
- Meet and Greet – Teachers will coordinate process according to need

TOPIC 2:

- PTO meeting schedules – first meeting to be held on Thursday August 20. However, every other meeting will be held on the second Thursday of every other month.
 - ❖ Thursday, August 20– OPEN HOUSE
 - ❖ Thursday, October 8 – Sally Foster Update
Other Fundraising Committee Reports; Student Presentation
TBD
 - ❖ Thursday, Dec. 10 – Pictures w/Santa; Teacher Bonus
Presentation; Various Fundraising Committee updates
 - ❖ Thursday, Jan 14 – Announcements and Explanation of Board
Nomination & Election Process; Various FR Committee Updates;
Student Presentation TBD
 - ❖ Thursday, March 11 - State of School and Board Nominations –
Various Fundraising Committee Updates
 - ❖ Thursday, May 13: last Meeting of the year – Goals Achieved;
School Presentation to be Determined; PTO Officer Elections

TOPIC 3:

- Board Nominations: nomination and Voting Process and Procedures will be explained at the February Meeting.
- Board Nominations: Thursday, March 11
- Board Election: Thursday, April 15 & Friday, April 16 8:00 a.m. – 7:00 p.m.
 - ❖ Families will be mailed a Board Voting Form
 - ❖ Families will be able to come to the school on either of the dates indicated for voting
 - ❖ Voting Tables will be manned – Voting Family is checked in by personnel to assure one vote per family
 - ❖ Privacy Process will be in place
 - ❖ Votes will be tallied
 - ❖ Sign in forms, voting forms and tallies will be recorded in PTO records and given to Head of School
 - ❖ New School Election Announcements

TOPIC 4:

- Fund Raisers: PTO will be recruiting volunteers and chairpersons for various fundraising activities. We have determined various fundraising activities but fully understand and need to explain that if we do not get additional assistance from the parents then we will have to modify and down size. Primary concern is the Auction – though it is fully understood that this activity has the potential of raising a great deal of funds – this cannot be done without commitments from parents. Volunteer participation will determine the ability to accommodate individual fundraisers and other activities.
 - ❖ Sally Foster – Aug – Sept: to be completed 1st week of Oct.
 - ❖ Holiday Art Fundraiser: date pending (contact Elizabeth Gentry for details)
 - ❖ Cookie Dough/Pizza Fundraiser - Winter
 - ❖ Spring Auction – date pending
 - ❖ School Field Day: May School Date to be determined.

MINUTES: Jeanne Caron

APPROVED BY: Elizabeth Gentry, Dana Hiott, and Michelle Shelton