**MPTO Meeting Agenda**

**Tuesday, September 3, 2019**

1. **Welcome/Intros/Thank You/Volunteering**

 ***Presidents’ Report:*** President introduced Matthews Elem admin staff – thanked everyone for attending

1. **PTO membership** - candy enticements for attendees of tonight’s meeting, explanation of what pto means - group that supports everything that goes on at school. President urged attendees to spread word to neighbors, friends, etc. to join pto.

**Meet and Greet** – went well for grades 1-5, kindergarten meet and greet went great as well, signed up lots of pto members through these events

b. **School Supply Kits and Agendas** – agendas proved to be tricky and late in printing – grades 3-5 came in and passed out to those who ordered, grades 1-2 agendas arrived today – will deliver tomorrow….by Thursday everyone will have an agenda – still on sale if needed….agendas are not needed for kindergarten. Reminder that agendas are included in price of school supply kits. 121 sold school supply kits sold this year. PTO does receive portion of school supply kits money collection.

c. **Boosterthon!** Fun run is scheduled for October 24. President explained donation types - donation per lap ran or flat donations – Boosterthon is a nice way to earn money without having to sell things…money received will go to focus area that PTO chooses – last year media center was the focus – new tables, chairs and lounge areas look awesome. This year’s focus is cafeteria – new paint & mural. Second focus is new cafeteria tables. Soundproofing cafeteria and new blinds may also be explored. October 15 is Boosterthon kick off day with a western theme this year – Yeeee Haaaa!

d. **Open Positions – President briefly explained** basic positions on board outline sheet passed out to attendees – Yearbook and Family nights positions are available – President explained that ideally two volunteers per committee is beneficial but not necessary. President discussed spirit night committee may need a partner to shadow/learn committee head – this is Valeryie’s last year at MES. Yearbook – Day Everson will head up Yearbook committee. More volunteers are needed for Family Nights which includes bingo and glow dance – both successful events from last year. President recommended to talk with herself or Sarah F. to get involved in these committees or sign up directly.

1. ***Treasurer Report:***
2. **Update and report/reminder to send in original receipts for reimbursements -** July 1 – June 30 runs our fiscal year –Treasurer explained basics of budget report - Boosterthon is budgeted to bring in $32,500 to bring in…. school store looks great – Substantial monies are coming in with agenda purchases. Budget numbers are a “work in process” – depending on income of fall events and fundraising; Spring Events budgets may be lessened. Treasurer reminded teachers use or lose their donated PTO funds - lost funds will be repositioned to something else. Classroom teachers receive $200.00 from PTO & Specials team receives funds as well. Deadline for teachers to use these funds is looming – Treasurer has received three so far for reimbursements. Question about school sign budget line item as received – Treasurer explained electronic school line issues as well as its pending issues with the town of Matthews. No electronic signs are permitted within the historic district of Matthews – MES lies in this area. After brief explanation of meeting with town commissioners in the past – it was recommended that MES PTO keep monies for electronic sign in the current budget in case town ordinances change or update.
3. **Approval** for budget was voted and accepted.

Final reminder form treasurer to PTO attendees and committee members to give “real” receipts for reimbursements for things needed. This is needed for auditing purposes

***3, Secretary Report*** *-* approved meeting minutes from last June…

1. ***First VP/Volunteer Coordinator***- Reminder to reach out to new friends, neighbors, etc. to sign up to volunteer. Meeting was reminded that everyone must do background check through CMS to volunteer. Registering as a CMS Volunteer is easy through website – [www.cmsvolunteers.com](http://www.cmsvolunteers.com). Parents can also fill out forms that went home today to be added to email volunteer. Reminded members to look for signup genius links to get involved – this is great way for new PTO members to get involved on their own terms and schedules. Also noted that dads, grandpas, etc. are urged to sign up as registered volunteers as well.

*a. Room Parent Coordinators*- Room Parent Meeting 10/7 – after PTO meeting – Reminded teachers to keep room parent signups out for curriculum night. Teachers were asked to star “preferences” parents if more than one signed up. Teachers are to turn in room parent sign up sheets to pto box. Teacher “favorites” email request has gone out….

*b. Clerical-copies/laminating to blue box* – President explained clerical team duties - noted to teachers to give laminating in blue box to keep laminating “easier” in the sense of saving laminating paper.

*c. School Store* – no announcements - school store looks great – agendas are sold for five dollars – can use helpers in the morning if volunteers are available.

1. ***Second VP/ Kindergarten Liaison-*** K ice cream social recap – Ice Cream Social went great-PTO is grateful for all the volunteers at various Kindergarten “Events”- including ice cream social, lunch duties, bus lot duties, etc.

 *a. Corporate Contributions*- Boosterthon sponsors and free money for our school! (Amazon Smile, Shoparoo, link your VIC card) Lots of returning and new sponsors for our Boosterthon T-shirts.

 *b. Box Tops- doing paper forms (due 9/13) and the app this* year – Box Top Fall “game” forms are coming to teacher boxes soon. PTO has not yet met regarding the new” Box Top App” – App is easy to download and use…PTO has yet to figure out how to “reward”/” assign" box tops to students…. Will meet to discuss ideas soon. Summer Box top forms are due 9/13.

1. *Yearbook- pictures to* *pix4mes@gmail.com* – President explained that in regard to yearbook, the more pictures the better. Ordering process this year will be different – orders will go through LifeTouch – links to order yearbooks will be sent home periodically starting in November. President noted that we will encourage purchasing through Lifetouch – will help PTO – PTO will still purchase a smaller amount (smaller amount than last year) of to sell the last week at school.
2. ***Third VP/Stinger Reading Bee and Blue/Gold- Summer Reading Bee Party on 9/13 –***Summer reading challenge explained - due this Friday – 9/13 is the stinger reading bee party - free ice cream and book will be given. Teachers were urged to place forms passed in by students into the PTO mailbox.
3. *Spirit Nights* – Chair gave brief explanation of how Spirit Nights work - Two Spirit nights a month with portions of total sales coming back to MES PTO. Sept 9th is the first Spirit Night scheduled - Panera – by Target. Spirit night will be advertised through sent home flyers with students, fb page, newsletters and school sign….New Spirit Nights to be added - Grace O’Malley’s, big air (MLK weekend) Spirit nights are fun events to see friends and teachers and they create meaningful fellowships – thanks for support
4. *Staff Hospitality*- Welcome Cart recap – Committee members said welcome cart during meet and greet went great and was well received by teachers and staff. Tuesday Treats starting soon in October – One grade level per month, starting with fifth grade and working its way down to Kindergarten – Tuesday Treats takes place the first Tuesday of the month. Easy “grab and go” food items were recommended to bring.

Additional Notes – PTO voted and approved two new SLT members. Reminder for teachers to turn in T shirt sizes for Boosterthon shirts by the end of this week- place forms in PTO mailbox

1. ***Teacher Report* –** Teachers present gave many thanks and kudos to PTO for all they do. Teachers were very appreciative.
2. ***Principal Report*** – grateful for PTO contributions throughout the summer, teachers have new ELA curriculum K-3 – new literacy practices. Parents can explore/find out more re: learnzillion through google searches. – expeditionary learning you can google.

Ms. Blanchard welcomed many new staff members and gave a brief history of each new staff member. Ms. Blanchard spoke quickly and in turn, the PTO secretary could not describe in detail each of the many new staff members at MES. They all sound wonderful with lots of teaching experience. All teacher positions were filled before students returned in August. Pre-K classrooms no longer at MES – moved to Crown Point Elementary. Cafeteria has been cleaned out of storage lockers – relocated to another location. Reminded members to spread the word about the “jacket journal”/ which is sent out weekly. Please send email to front office staff if you do not receive and would like to. Enrollment numbers – under what we were projected, pretty close…probably won’t lose or gain positions….20th day is when positions allotted form state level….

1. Next Meeting: Monday, October 7 at 7pm with Room Parent Meeting to follow