**MPTO Meeting Agenda**

**Monday, December 4, 2017**

**7 - 8pm**

1. Welcome & Presidents’ Report
	1. Boosterthon – next year Boosterthon will be Oct. 10, will be 10th year at Matthews. This year we had 98.54% collected, $43,606 profit.
	2. Playground update – survey closed, will be going with option 2 (more traditional option); no timeline yet, will be inside the track
	3. November shout outs – Canned food drive – coordinated by Daniela, Day helped deliver both days, donated 2 ½ van loads of food. Rock dedication/landscaping day went well – Jen and Kari prepped and set up rocks. Charlotte Hornets night had 47 people.
2. Treasurers’ Report – YTD update & approval of December budget
	1. November revenues (Nov. 1-30, 2017):
		1. School store - $1121 in sales for the month, spent $600 to replenish inventory
		2. Corporate contributions: $623 (Charlotte Hornets refund - $408, Mooyah Spirit Night - $200)
		3. Stingerfest – spent $193 for gifts to support Stingerfest
		4. Book Fair – pulled out $347 in cash to support cash boxes for book fair (12/4-12/8)
		5. Boosterthon – received an additional $857 in funds (from students and ACH) and paid out a total of $2275 ($2000 for fall 2018 reservation, $275 for teacher funds)
	2. November expenses (Nov. 1-30, 2017):
		1. Classroom – reimbursed teachers $1502 for allotted amounts, 12/31/17 is dealing for reimbursement
		2. Connect Team – reimbursed $101 to staff members
		3. Health Room – paid $116 for Medical Supplies cabinet and lock
		4. Beautification – paid $120 for Fall Landscaping Day
		5. Special projects – paid approximately $200 for Rock Path project
3. Secretary Report – Approval of November minutes – minutes approved
4. First VP / Volunteer Coordinator
	1. Second quarter lunches coming up in Jan., look for SignUp
	2. Room Parents – Winter parties coming soon – staff pals are grouped differently, asked room moms to start the discussion about to show appreciation to them around the holidays. Idea of adding something to SignUp Geniuses for each class to contribute to the grade’s staff pals.
	3. Clerical - doing well, have lost 2 volunteers for health reasons or traveling. Need help most on Wed or Fri., mid-mornings.
	4. School Store – Has been going very smoothly, volunteers all committed and working well.
	5. Book Fair – Book fair in progress, could use more help on family night tomorrow. Needs people Thursday morning, and to clean up Fri.
5. Second VP
6. Corporate Contributions – New Box Tops contest will start in Jan.
7. Yearbook: Email for pictures is pix4mes@gmail.com – Have already started creating pages, looking for pics of field trips especially + also music concerts. Please send pics of Winter Parties.
8. Community Outreach – Coat drive going on now. FBC-Matthews donated 6 boxes of coats. If you donate a coat at family night tomorrow, get entered into a drawing for $20 gift certificate to book fair.
9. Health Room – Nurse Carter is still helping cover part-time at another school, still need help in health room
10. Lost & Found– Lost and Found is very full, will purge tomorrow.
11. Third VP
	1. Family Nights – Next spirit night is Bingo Night – Jan 26, will have other restaurants and sports events in the spring
	2. Staff Hospitality – Cookie exchange coming Dec. 14, collecting on Dec. 13, have enough volunteers already
	3. Stingerfest – no updates
12. Teachers’ Report – Thank you for the breakfast, cookie exchange, helping in the classrooms
13. Principal’s Report – Mrs. Blanchard – New Dean of Students’ leave of absence has been extended until mid-Feb., AP out til mid-Jan. As a reminder, please spread the word that counselors are helping cover in the meantime. School resource officer has been covering in the front office to help out because admin assistant has been sick. Academically things are going well – most grades hit their targets, next testing cycle for most grades is Jan.
14. Next Meeting – Monday, January 8 at 7pm in the Media Center