

# MES PTO

## Minutes of Martinez Elementary School PTO

**Meeting Date: September 7, 2011**

**Call to Order:** A regular monthly meeting of the MES PTO Board was called to order at 9:03am on September 7, 2011 in the MES media center.

**Members in Attendance:** Tracie Addyman, Mrs. Bridges, Melanie Hauser, Simone McAlarney, Sandy Mullikin, Katie Driver, Alison Stamper, Karen Fulton, Bridget Brown, Gay Lynn Swan, Claudine Easley, Chastity Osment, Tiffany Padgett, Kay Knight and Candace Felton.

### **Officers' Reports:**

*President:* Mrs. Addyman reported that the Fall Open House was a success with a particularly good response in terms of new PTO memberships from the K-3 parents. She also stated that the faculty membership in PTO was almost at the 100% goal. Mrs. Addyman stated that the minutes from the previous meeting will be passed to all board members present and that minutes will be voted on for approval at the close of meetings. Additionally, she requested that once approved by the board, the minutes are to be posted on the PTO website and forwarded to Ms. Harold in order to fulfill the Title One requirements.

### **Committee Reports:**

*Box Tops:* Mrs. McAlarney and Mrs. Mullikin requested that all students and board members be encouraged to register Kroger cards at the General Mills Box Tops site. They explained that this registration will ensure that qualifying purchases will result in automatic credit for the school. Presented to the board were two posters to provide visual incentives to the students to participate. Also discussed was the opportunity for the school to earn more donations from the program by those who shop at the online marketplace via the box tops website, [www.btf.com](http://www.btf.com). The box tops committee chairs also stated that they plan to set up a table promoting the program at the October Family Night.

*Teacher Appreciation:* Mrs. Stamper discussed her plan to utilize the “all about me” information sheets gathered on the faculty in the future to personalize gifts or acts of appreciation for each teacher.

*Membership:* Mrs. Easley reported that the PTO Tee shirts are still in ample supply. She proposed that Tee shirt sales be offered at upcoming events. Mrs. Easley and Mrs. Bridges estimated that the total school participation in PTO membership is approximately thirty percent.

*Newsletter:* Mrs. Fulton explained that newsletters will not be sent home in the interest of conserving paper and printing ink. Instead, students and parents will be encouraged to visit the website where all information will be maintained. Also, teachers may be asked to include PTO updates at the bottom of their weekly newsletter emails that are sent home to parents with internet access.

*Santa's Shop:* Mrs. McAlarney reported that she had placed an order from the “Dollar Days” store in the amount of \$2,500 for items to be sold at the Santa Shop. All items, she explained, are to be priced at \$2 or less with the exception of two items that will be priced at \$5. Mrs. McAlarney outlined that items not sold during the Santa Shop program can be returned and that the Santa Shop will be held in a portable classroom.

*Family Nights:* Mrs. Osment announced that she was able to book a Magician for the upcoming October Family Night to be held from 6pm until 8pm on October 28, 2011. She stated that all attendees in costume will receive a prize and will then participate in a parade. Also offered will be popcorn, pizza and soda for purchase.

*Cart Person:* Mrs. Hauser announced that she is ready to distribute rewards to the students once their Accelerated Reader goals are met.

*Fundraising:* Mrs. Felton reported that she is actively investigating and considering new ways to raise funds for the school this year. She explained that she will also draw on the experience of her advisor and past president Tiffany Padgett. Upcoming fundraising nights were announced as follows: Stevie B's on October 3, 2011 and Chick Fil-A on November 29, 2011, January 5, 2012, and March 15, 2012.

*Volunteer Coordinator:* Mrs. Knight announced that volunteer information will be dispersed through mass email communication. She reported that volunteers will be important to the success of upcoming PTO events. Mrs. Addyman advocated the development of a committee of volunteers.

*Room Parent Coordinator:* Mrs. Driver reported that as of the meeting she had only received the names of 10 room parents from the teachers. She explained her plan to work with Mrs. Knight to utilize the room parents to help staff events. Additionally, she stated that room parents are potentially helpful during the times when students redeem their Eagle Bucks from the PBIS program on Fridays.

*Carnival:* Mrs. Swan outlined her plans for the Spring Carnival. She announced her plan to hold a silent auction of theme baskets as a fundraising component. She requested that board members begin soliciting donations for the baskets now before businesses commit to other organizations.

#### **New Business:**

Mrs. Addyman stated that Mr. White, the school principal, has requested assistance from the PTO in purchasing the “Promethean” system for the 3rd-5th grades. She announced that information on the system is to be sent to the board members via email for future consideration and voting. At the time of the board meeting, the Promethean Company was promoting their product by matching dollar for dollar expenditures up to \$3,800 which would allow for a total of \$7,600 of product to be purchased. Per Mrs. Addyman, Mr. White outlined further that he planned to access the principal’s fund to cover any additional funds needed to purchase enough promethean sets for all 3<sup>rd</sup>-5<sup>th</sup> grade students. Mrs. Addyman explained that this topic would be further discussed at the next meeting.

#### **Minutes:**

The minutes from the August 2, 2011 were voted on and approved.

#### **Announcements:**

The next PTO board meeting was announced for October 5, 2011 at 9:00 am.

Mrs. Addyman reminded the board of the next fundraising event on October 3, 2011 at Stevie B's Pizza.

**Adjournment:** The MES PTO meeting was adjourned at 10:25am.

Bridget Brown

Secretary

MES PTO