

PTO Wednesday 4-25-18 4:02-5:15PM

Attendees:

Leslie, Amanda, Liz, Tina, Lauren, China, Jamie, Tully, Danielle, Lisa, Elisa, Elaine,

Meeting objective:

-Update and follow through from Monday.

Agenda/priority:

- Meet committee
- Facebook removal
- Coin challenge
- Teacher Appreciation week
- Book fair
- Art show
- Carnival

Meeting Notes:

- Introduction of executive Committee.
- Urgent that Facebook be removed, with understanding that is in process.
- Coin challenge flyers made and distributed. liz.
- Idea of Penny war game introduced and over turned & will be reintroduced next fall.
- Coin challenge prize was decided to be an Ice cream party.
- 
- Teacher appreciation week:
  - ::Schedule corrected/updated.
  - ::TOGO teacher orders to be filled out by the 7th to be delivered by 11th
  - ::Mountain buzz to be contacted about donation and confirm Coffee Place.
  - ::All day snacks for Friday. Tina
  - ::Food & shifts for grades addressed. Leslie to distribute detailed information to head parents of classroom and PTO containing each grade, time, date and food schedule.
  - ::Teacher of the week award certificate to be completed tonight and introduced to students Thursday 26th after morning meeting with inspirational words for presented certificates.
  - :: Supply cart idea over turned and will be reintroduced next fall.
  - ::Idea of weekly email containing classroom needs for each grades newsletter. -Elaine
  - :: Idea of book & game donations for teachers to be passed down for each grade. (buy new for 6th grade)
- 
- Book Fair;
  - ::Volunteer hours tracked [TRACKITFORWARD.COM](http://TRACKITFORWARD.COM)
  - :: put out email flyer
  - ::Post up on website and classroom
- 
- Message a friend
  - ::Crayon pattern decided
  - ::Send out message a friend newsletter in Wednesday flyer.
  - ::Get the word out to get parents prepared to participate in Message a Friend.
- 
- Free for all PTO party basket mini baskets wrapped into one big basket.

Action Plan:

- Remove Facebook page
- Flyers for coin challenge
- Certificates for awards ready for tomorrow- possible volunteers after morning assembly for kids.
- Baskets needed for all grades
- In search of parent for 6th grade
- Coffee barista-Danielle
- Coffee donation-Hopeful Mountain Buzz
- ToGo orders made and distributed
- Post up flyers for carnival

- Follow up with business via email, call, drop in money needed by May 10th
- Approval for online donations, current and future fundraising programs. ([cheddarup.com](http://cheddarup.com)) (bank)
- Breakfast & Lunch list distributed