

Askew PTO Board Meeting Minutes

Meeting date: August 3, 2017 – Amy Accardo 6:00pm

Exec Board Members in attendance:

President – Amy Accardo
VP volunteers – Brandie Horton
Treasurer – Sabrina Nedwed
Outgoing Treasurer – Mary Mathias
Recording Secretary – Anna Heinzelmann

SCHOOL UPDATE

Construction progress

The walls are up and the construction is going as planned.

PTO closets

Amy and Sabrina did an inventory of the closet in the teacher work room. They found that we have plenty of t-shirts and a few hoodies left from last year. They also found Askew bags and lanyards. It was decided to give out the lanyards and bags at orientation to the new students.

School Supplies

The new planners are in. It was discussed as to how to distribute them. We need a list of how many students in each class in order to pass them out to the students.

PTO Back-to-School Luncheon for Teachers – August 24th

Anna Heinzelmann and Sabrina Nedwed are working on teacher appreciation this year. We will have Phoenicia cater again. The Budget for the food is around \$500-600.

We also need \$100 for each teacher and thanks you cards.

Early Dismissal

This year the calendar has the early dismissal days on Fridays. There is a concern that the kids will take off all days those days. We need to brain storm what we can do for incentives to have the kids come to school, otherwise the school loses a lot of money.

Suggestions: school parties – ie. The ice cream/pizza parties should be planned on those days to

encourage them.

PRESIDENT UPDATE

Open Board Positions – 1st VP – Membership

Treasurer

Sabrina Nedwed was voted in as the new Treasurer for this year.

VP - Membership

We still need to fill the Membership VP role, or cover it while we do not have a membership VP. Amy is going to contact someone who signed up to volunteer and see if they are interested.

PTO meeting Calendar

The meetings this year will be held on the 1st or 2nd Wednesday of the month in the evenings. We will try to combine the date with a performance/entertainment from a grade level to increase participation. The PTO meeting would be while the children are getting ready for the performance.

Amy will contact Ms. Carpenter and Mr. Bowers to see if they would like to set this up.

Proposed dates

Sept 7 (Thurs), Oct 11 (Wed), Nov 8 (Wed), Dec 6 (Wed), Jan 10 (Wed), Feb 7 (Wed), Mar 7 (Wed), Apr 4 (Wed), May TBD

MEMBERSHIP

We need a way to streamline the membership process. Amy will work on this until we have a new VP of Membership. The new people need to get emails right away.

FUNDRAISING UPDATE

Check-writing campaign

It did not go as well as hoped last year, but we are going to do it again this year probably in addition to another fundraiser.

Catalog sale

If we do a catalog sale, we need someone who volunteers to take care of it. It should be a candy sale as they seem to go better.

Fall/Spring events

We will hold 2 events this year – Bingo and the Talent show. We will need people to chair these events.

WEBSITE AND SOCIAL MEDIA

The website is a little out of date. We need a webmaster who can fix it up for us. Amy is going to ask one of the dad's to see if he can do that.

It would be good if we had a way to pay for membership/donations/tshirts online.

VOLUNTEERS NEEDED

Registration – August 10 and 12th from 9am – 12pm

We need a few volunteers for each of those days. We'll need people to sell shirts/set up memberships/and sell the extra school supply packs that were ordered. Amy should be there Saturday. Sabrina and Brandie can come the 10th and maybe Saturday as well. It is important to be there at the beginning.

New Parent Orientation – August 19th

This is where the bags/lanyards should be given out. T-shirts and memberships should also be sold here.

Teacher's Luncheon – August 24th

Sabrina and Anna will be there, other volunteers are welcome.

Ice Cream Social – August 26th

Help passing out the ice cream, and selling shirts and getting memberships.

Open House – Sept 7th

FINANCE

Bank Account

Amy, Sabrina, and Anna will be added to the account on Saturday so that we have 3 people on the account.

Non-Profit

The 501.c3 information needs to be changed to reflect the new names on the account.