

East Elementary PTO  
Meeting 7/14/09

Attendees included the following: Cydna Baker, Kristi Gerding, Lona Heatherly, Courtney Ferguson, Alison Norris, Kim Spicer, Maria Stanford, Mrs. Ricketts and David Wiggins.

The meeting was called to order and introductions took place.

Reviewed Old Business

We discussed upcoming goals and school projects. Mrs. Ricketts joined the group and shared the following items on Mr. Wiggins' behalf. PTO Members ranked by priority and the wish list includes:

- The possibility of buying 53 faculty shirts-cost TBD (Medium)
- Another project would be looking at getting rid of Xerox machines and finding a less expensive route. (High Priority)
- Retaining wall in back needs to be done. (Need to view)
- Playground swings need to be removed. School has a grant for new ones but will be responsible for having them installed. (High)
- The piping/border needs to be replaced that goes around the playground. (Need to view and conduct research – costs?)
- We need a new curtain for the gym stage. Possible attempt to raise money for that project. Lona Heatherly agreed to research. (High)

Financials Update

- Kim Masters was going to do a final spreadsheet for the accounting pieces for 2008 – 2009. Plus, signature card changes were made.
- Alison Norris reported the balance of \$6,681. We'll need to develop a budget for the upcoming school year w/the various projects in mind. We need to set aside \$5,000 for copiers for the year.

Other Old Business

- Voted on by-law revisions & approved. Provided officer contact list.
- Discussed new state guidelines and Alison Norris and Maria Stanford will follow-up with Mr. Raney, CFO at City Board and meet with a local attorney to continue the process change.

## Continued

### Mr. Wiggins joined the meeting and shared the following points:

- Open House was approved for Sunday, August 9<sup>th</sup> from 2:00-4:00 pm at East.
- Coke and Pepsi meetings were to take place in the coming weeks and his goal was to have a truck with drinks for all children.
- Mr. Wiggins suggested buying planners for all students. Pto discussed whether we should check with teachers first or go ahead and order for all. E-mail teachers to seek their in-put so monies were used wisely. (Low Priority) Lona to research options.

### July Events

#### Teacher In-service Luncheon, Aug 7 @ 11:30 am

- We discussed that the teacher luncheon would be in the lunchroom starting at 11:30. Kristi will be ordering trays from Sweet Peppers Deli and will also take care of desserts. Lona to pick up additional items from Sam's or Wal-mart.
- We agreed that our next meeting would be just before the luncheon while we were setting up just to follow up on things we've planned for the open house.

#### Open House, Aug. 9 from 2-4 pm

- PTO decided we would have 2 tables set up at open house. One for membership and the other for selling old merchandise. Kristi was to get forms ready and volunteers for membership table and Lona offered to get volunteers to help sell specialty items.
- We agreed to be at East to set-up around noon/Music mentioned?
- Courtney agreed to make posters for open house.

### Membership Report

- Kristi Gerding provided samples of the PTO registration forms and agreed to e-mail teachers with information as well. \$8 to join PTO.
- We talked about how the teacher with the most parents to sign up would receive duty free lunch the 2<sup>nd</sup> Thursday of every month and the students would receive a treat. Goal is to get 100% participation. The cut off date to join would be by the end of September. Two weeks after school started Kristi would send a "Join Now" letter.

### Fundraising Report

A written report was provided by Jennifer Hill, VP of Fund-Raising. She has secured the Cookie Company and will be signing a contract soon. Other research will continue on the ordering of Wreaths and T-shirt options for later in the school year. Continued feedback will be provided at the upcoming meeting.

### Other Topics Discussed

- Cydna agreed to produce the school directories and we agreed to charge \$2 for those that were not members of the PTO.
- We designated the VP of PTO to be the lead contact for all Homeroom Moms/Dads to provide consistent communication.
- Kristi Gerding offered to conduct an inventory on the left over specialty items to sell at Open House.
- Mr. Wiggins asked that we meet at noon on Sunday, August 9 to set-up for Open House.
- We discussed the need for an upcoming school wide PTO meeting in August and a date will be determined.

### Mark your calendars for upcoming meetings:

August 7 @ 10:30 am in the café (Set-up for luncheon and serve)

August 9 @ 12:30 pm set-up for Open House

August 20 @ noon PTO meeting in the PTO room.