

# PTO Meeting Minutes

---

**Tuesday, November 12, 2013**

**Open:** Camille Henderson

- Welcome

**Principal's Report:** Mr. Miguel Rivera congratulated the PTO on its great success with Autumn Fest. He was thankful for everyone's participation and for all their hard work. A good time was had by all.

**Motion to accept 10/08/2013 meeting minutes:**

- Meeting minutes available on website
- Motion to accept minutes
- Seconded the motion

**PGM PTO Elections:** postponed to next month's meeting in December.

**Volunteers needed:**

- **Scholastics Book Fair** was discussed. Several members pledged to volunteer during this event. A tentative volunteer schedule was made.
- It was decided the amount of free books per teacher as a gift to each class from the PTO.
- It was decided with Principal Rivera that the funds from the book sales would be kept for us in the school safe.
- **Holiday Shop** was discussed. Several members pledged to volunteer during this event in December. Hours are not known yet. A tentative volunteer schedule was made.

**Fundraiser Ideas:**

- Movie night was discussed. Everyone thought it would be a fun thing to do. It would turn into a fundraising event for us. We still need to do some more research to know what is involved. What space would we use? Gym? Cafeteria? What equipment do we need? Sound system, projector? Licenses/rights?
- Do we charge an admission fee per person and supply snacks/refreshment for free? Or do we charge for the refreshments and movie is free?

- Other ideas that were discussed as possible fundraising events to do in the future: Yankee Candle, Talent show, Date Night or Parents Night out. Mr. Rivera expressed a concern in regards to that idea because of liability issues for the school, since it would be a “drop off event”.
- Do we want to partner with local businesses for “Kitchen Closed “events?
- Other fundraising ideas that were proposed perhaps for February: Father/Daughter Valentine’s Day Dance and for May a Mother/Son dance in honor of Mother’s Day.
- Camille Henderson nominated Lucretia Davis as the Fundraiser Coordinator. Michele Hrycyna seconded the motion. Lucretia accepted the position.

### **Spirit Wear:**

- It was brought to our attention that the orders that we have taken thus far, since the beginning of the school year have not yet been fulfilled. We changed vendors and have to fulfill those orders as soon as possible and then we can begin to take additional orders.
- Vicente Meza and Ifania Jimenez kindly offered to take on the position of Spirit Wear Coordinators. They will contact the new vendor and try to expedite those unfulfilled orders. They are enthusiastic about the possibility of new designs that could be used with the PGM logo or Tuxedo the Panda.
- Staff shirts for PTO board members, buttons for volunteers: still under consideration.

### **Yearbook:**

- We are all excited about the possibility of getting a yearbook out this year. We still have to find a vendor that will work with our school to accomplish this.
- Concerns were the cost of the yearbook itself? If we still have enough time to accomplish one for this year? If they were presented to the graduating 4<sup>th</sup> graders at reduced price or free?
- We need to remind parent/teachers/volunteers to forward pictures to the Yearbook staff.
- We need to address the permission request of parents, who have not given permission to have their child’s photo appear in the yearbook. Letters were sent home at the beginning of the school year.
- Suggestions were made on how to defray the cost of the yearbook by perhaps asking local businesses for sponsorships or perhaps having a donation/ dedication pages in the back of the yearbook made by parents.
- Vicente Meza and Ifania Jimenez kindly offered to take on the position of Yearbook Coordinators. Vicente has a degree in graphic design that will be a great asset to have on a project such as this. He will be contacting various vendors to see which one would be the best fit for our school.

### **Questions and Concerns:**

- We need more Parents and Teachers involved in all areas.

- We need to recruit parents of students who are just entering into PGM; otherwise we will continue to have the same problems/situation we are now faced with. Members/parents leave with their graduating 4<sup>th</sup> grade child unto another school.
- We have open positions on the executive board.
- We need the services of a CPA to do the PTO yearly accounting/ taxes. Can we reach out to PGM families, perhaps there is one among us that we could use? Via flyer/ website?
- We need to finalize a date for Movie Night and form a planning committee.
- We need to finalize what other fundraisers we will be doing in 2014.
- Are we funding any assemblies for the school this year? Do we have a coordinator?
- Do we have a Box Top coordinator? Deadline for contest? Prize for class?

**Announcement:**

Madai Cruz-Poole announced her resignation as PTO President. Her family is moving from Franklin Township and her children will no longer be attending PGM School. She has been working so hard this year at PGM and I know she will be greatly missed. Reluctantly the Executive Board and members have no choice but to accept her resignation.

**Reminder:**

Upcoming PTO meeting next month. Please attend Tuesday, December 10, 2013 at 7pm.

**Motion to Adjourn:**

A motion was made to close the meeting. Motion was seconded. Meeting adjourned at 8:19pm