



DeMotte Elementary School PTO Membership Meeting

Meeting Date/Time: January 10th, 2018 4:00 p.m. **Meeting Location:** Library

PTO President Becky Patton called the meeting to order at 4:06 p.m.

January 10th:

Sara Hopper	Jenna Burke	Cheryl Bockstahler	Samantha Reiser
Amy Gutyan	Jessica Kidwell	Kristin Bristol	Debra Hanaway
Amanda Ehrhardt	Sami Bushman	Chris Richie	
Jamie Stone	Sally Molenaar	Michelle Osburn	
Kelly Lyskava	April Rector	Kelly Beedle	
Miranda Ashby	Heather Garcia	Becky Patton	

1. Minutes reported from December's meeting by Samantha Reiser, Recording Secretary. – Approved
2. **Officer's Reports:**
 - a. **President** – A lot is going on and will be discussed as we go through the points in the meeting.
 - b. **Vice President** – Art to Remember will be starting soon. Sara has been in contact with both Mrs. Croll and the art teacher.
 - c. **Treasurer** – We made \$573 from the 5 Below Fundraiser. We have not received a bill from Kleinhein's yet for the items we sold at Secret Santa.
 - d. **Corresponding Secretary & Scrip Coordinator** – \$110 was made from the last Scrip order. The newsletter will be coming out in February.
 - e. **Recording Secretary & Box Tops Coordinator** – We just received the fall check from Box Tops for \$1797.80. Our spring competition will run from February 5th – 9th. Thinking of ideas for rewards.
3. **Unfinished/Old Business** –
 - a. **5 Below Fundraiser**- Went well. The PTO did lots of Secret Santa Shopping there.
 - b. **Spring Family Dance** – The dance will be held at the middle school on March 16th. After this meeting the committee needs to get together and plan a date, time, and place for the first planning meeting.
 - c. **Valentine's Day Party** – This year we will be distributing envelopes of money to each teacher for the parties. Each class will receive \$3 per student. Room parent's need to see their teacher for either the money or reimbursement and turn in all receipts at the teacher's discretion. Typically, a party will have a healthy snack, drink, craft, and game. The parties need

to start no earlier than 2:30. If you need help getting supplies or have any questions please contact Becky Patton.

d. Science Expo – April 20th will be the Science Expo. Please sign up for this committee, we will start meeting very soon. The PTO is already working and booking major talent. If you know of a cool food truck, let us know! The Bubble Guy is booked. Science Club from the high school will be participating as well.

4. **New Business** –

a. Art to Remember – The artwork will be turned in by February 2nd. Sara Hopper is the contact for this.

b. 3rd Grad ISTEP testing snacks – PTO needs to know from the teacher's what dates you want/need snacks so we're able to prepare them in time. Mrs. Nomanson is the main contact for this

c. 3rd Grade T-Shirts – The planning for this will start in early February. If you have a 3rd grader and would like to help, please let Amanda or Sara know. PTO members and volunteers will be collecting all third-grade signatures for t-shirt designs. It was mentioned to have a "design " competition for the shirts. This idea will be considered in future years.

d. PTO Positions available for 2018/2019 – We will be voting at February's meeting. If you are interested in running for a position, please have a written or typed letter of interest in our mailbox by February 1st. Once administration approves it we will enter you in the running on February 7th at 4:00 p.m. PTO Membership meeting. Whoever replaces the President has to be on the board for at least one year prior.

Returning Members:

a. President: Becky Patton

b. Vice President: Sara Hopper

c. Treasurer: Miranda Ashby

d. Fundraiser Coordinator – Empty for the 2017/2018 school year. This position was absorbed by Sara Hopper and other PTO members.

1. Shall work alongside other officers while putting together and executing all fundraisers. This person will research and generate ideas for annual fundraising programs throughout the year. This person will report to the president on a regular basis about fundraiser goals and achievements and maintain a binder with all information to the position to be passed on to successor.

e. Box Top Coordinator/Recording Secretary – Empty

1. Shall keep all meeting minutes for any/all PTO meetings. This person shall facilitate Box Top information between students and teachers, including but not limited to: collecting, trimming, counting, bundling, labeling, and organizing all box tops. This person shall work with the office in making sure every classrooms room parent and volunteers have a complete background check on file. This person shall assist any

other executive officer as needed anytime. This person will also maintain a binder with all information relevant to the position being passed on to successor.

f. Scrip Coordinator – Empty

1. Shall run everything to do with Scrip gift cards. This person shall check online orders, provide correspondence with parents, and distribute all Scrip gift cards. This person shall keep track of all scrip profit and provide the new totals in monthly newsletters. This person will also maintain a binder with all information relevant to the position to be passed to successor.

g. Corresponding Secretary – Empty

1. Keeps all records of the organization, handle correspondence, and send notices of meeting to the membership. This person shall create and distribute all newsletters and other written correspondence to teachers and students. This person will also maintain a binder with all information relevant to the position to be passed on to the successor.

5. **Next meetings** – February 7th, 2018 at 4:00 p.m. in the library.

6. **Comments** – An idea was brought up to send home a letter or posting about open positions so that everyone can see it. Open positions will be added to the newsletter. Possibly putting the minutes in e-mails.

Fundraising for the Fall needs to be decided and voted on within the next few months.

7. **Adjournment** – 4:41 p.m.