**Sloan PTO Committee Chair** **Meeting Minutes**

**9/7/2017**

1. Committee Chair Handbook
	1. Distributed at meeting and emailed to everyone last week – will also be posted on the Sloan website.
	2. Highlighted a few of the most important items (Committee/Board Buddy list, budgets, approval forms)
2. Room Reservations –
	1. Need to submit a facility request through your Board Buddy.
	2. These have been submitted for most events already
3. How to get volunteers for your committee
	1. Use the Sloan FB page – be specific on what type of help is needed
	2. Use Signup.com – this is a free site and easy to use
	3. Sloan PTO eNews. If event is upcoming, send a blurb to promote the event and elicit volunteers. Can also use eBlast.
	4. All volunteers need to have all three of their clearances. There is a checklist at the back of the handbook for volunteers that is to be given to the office to verify volunteers (ideally 2 weeks in advance).
		1. For LY’s book fair, LeaAnn would send a spreadsheet to the office every day for Meighan to check. This process is fine to continue using.
		2. It’s OK to have last minute volunteers but the volunteers should know if they have the appropriate clearances or not.
4. Event Budgets
	1. Appendix 1 in the Committee Handbook lists the budget for each event
	2. Save all receipts – expense form can be found on the PTO website. Send to Nancy Golembiewski.
5. Board Buddies
	1. The Board Buddies are here to answer any questions and communicate with the school on behalf of your event.
	2. Any communication going home needs to be approved by Mrs. Difulvio.
		1. Allow one week before you would like to distribute them to provide adequate time
	3. How to copy forms
		1. School has copier – we are allowed to come in during the day (after 9:30 and leave before 3:00). Be respectful to teachers as they have priority on the machine.
		2. We need to have approval to be in the building at night (get approval from Mrs. Difulvio)
		3. Trish, Tricia and Nikki are at the school pretty much every so they can assist in getting items copied.
		4. All forms that need to come back are put in the PTO mailbox.

**Sloan PTO General Assembly Meeting Minutes**

**9/7/2017**

President Monica Bush called meeting to order at 7:01 pm

Welcome and Introductions

President Report

1. Communications
	1. PTO website
	2. Sloan PTO Press- Facebook page. This is a closed group so request to join
	3. Sign-up for PTO newsletters to be delivered via email
2. Fundraising
	1. The PTO sponsors a lot of activities in the school including assemblies, field trips, planners, Family Nights, Science and Art Fair, Duck Race, Field Day, etc.
	2. DanceAThon
		1. We have streamlined our fundraising activities to one event, the DanceAThon. This will be held on Friday, 10/20. We plan lots of fun activities during the day. Have a fundraising prize. All kids are able to participate, even if they don’t contribute.
			1. Information coming home September 18th.
		2. We need lots of volunteers outside of event day so please help if you can
		3. Need to work on corporate sponsors. They get their name on the back of the tee shirts and on an event banner.
		4. Collection Days – need people to help on those days – at 8:40 – 9:00. Have done six days in the past.
	3. Other events:
		1. Holiday Shop
		2. Clothing Sale
		3. Book Fairs
		4. Box Tops
		5. Spirit Sales
			1. Foam fingers, color changing cups and water bottles sold out already. There’s a FB post where Chris will take orders.
	4. Corporate Contribution Programs
		1. Giant Eagle, Amazon Smile and ShopNSave
		2. Account IDs are on the Sloan PTO website
3. Homeroom Parents/Parties
	1. Four events – Fall, Winter, Spring and Field Day
	2. September 27th at 7:00-7:30, Sloan LGI - meeting for all parents who volunteer to be a homeroom parent.

**Upcoming Events:**

1. Clothing Sale – website is open. There will be samples at Open House next week. Forms went home today. Sue still needs one volunteer to help out on Tuesday, starting around 7:00.
	1. Sale closes 9/24
2. Bake sale – there’s a signup sheet posted on the FB page.
3. Open House – next week
4. Book Fair – next week
5. Directory – forms will be coming home soon. PDF copies are free.
	1. Deadline is 9/22. It will take a few weeks to compile and distribute.
6. Dance A Thon – 10/20
7. Fall Parties – 10/27
8. Family Fun Night – 11/3

**Assemblies (Tricia):**

1. Josh and Gab (but Josh hurt his back) scheduled for September
2. Kids on the Block
3. Science Center
4. Something during Field Day

**Playground needs**

* Always need balls and chalk
* Jessica Pozek will ask MASA if they can donate any balls

**Committee Chair Openings:**

1. Publicity
2. After school programs (like Crafty Shack, Mad Science)
	1. Typically run programs from after school until around 4:30

**Budget**

1. Trish shared the tentative 2017-18 budget
2. Reviewed the few items that have changed since last year
	1. Increased budget for DAT since we need to purchase shirts this year

**Secretary Report**

* Carla shared publication schedule – will also be posted on the website.

**Housekeeping**

* Approval of May Meeting Minutes – Arin Keogh motioned to approve, Lisa Prasad seconded. Unanimously accepted.

**New Business**

1. Special Guest
	1. Mrs. Difulvio was in attendance. Thanked everyone for their participation and said it was the biggest PTO meeting she has ever attended.
2. Guest Speakers for future PTO meetings
	1. If you have any requests, please reach out to a board member
	2. Project Lead the Way, the Feasibility Study
3. Future PTO meetings:
	1. Tuesday, November 14, 7:00
	2. Thursday, January 18, 7:00
	3. Tuesday, May 8, 7:00
4. Call for volunteers
	1. People can help in a variety of ways – don’t just by attending meetings
5. Library and Clerical volunteers
	1. Library:
		1. If anyone is able to help in the library, contact Beth Zieglar via email.
		2. Prefer slots to be 2 classes (1.5 hours)
		3. Need help especially Friday morning
		4. Really need help every day 8:45 – 9:00 to check-in/out books since Mrs. Zieglar doesn’t come in until later.
	2. Clerical:
		1. Can use additional help – ideally looking for 4-5 people.
		2. Nikki will work with you so you won’t be alone
		3. Can be managed ad hoc to accommodate peoples’ schedules.
6. Academic Advisory Council Meetings (Mrs. Difulvio)
	1. 3 per year – never have parents there
	2. PTO meetings don’t have teachers here
	3. Would we be open to having meetings during the day?
	4. Nikki said her sister is a liaison for her school between the PTO and teachers.
	5. There will be a form sent home from the teachers soon.

LeaAnn Chiarizio motioned to adjourn meeting, Eryn Devola seconded – meeting adjoured at 7:55.