CDO PTO General Meeting

Meeting Notes

August 28, 1017

Present

Tiffany Fay, Elizabeth Robb, Andrea Islas, Kathleen Kniffen, Karla Morrison, Nickole Acquaro, Julia Reid, Shelyse Roberts, Elizabeth Burnett, Beth Lake, Elizabeth Paulette, Darlene Rowe, Tara Bulleigh

Meeting called to order: 6:45 PM

**Old Business**

Approved May 9, 2017 minutes - Elizabeth Robb and Elizabeth Burnett motion to approve minutes. Beth Lake seconds. Motion passes

**New Business**

Treasurers Report - Elizabeth Robb

Elizabeth Robb submitted proposed budget.

Kathleen Kniffen and Nicole Acquaro motion to change signature on bank account and take Nora Fritz and Donna Catalano off account.  Elizabeth Burnett second.  Motion passes

Heidi Garrett move to approve budget. Elizabeth Burnett second approval of budget. Motion passes

President Report - Beth Lake

PTA to remove Elizabeth Burnett as board president and install Beth Lake.  Elizabeth Burnett to remain as Alumni member.

Beth Lake has requested a detailed list from administration (Mr. Menaugh) detailing the school’s needs. The goal of PTA is to is provide fundraising money to help the school provide for these needs.

Volunteer opportunities at the PTA include - VP of Fundraising, VP Communications, Vice President, Staff Appreciation Team, Social Media Team, Fundraising Team.

PTO is asking staff and students to post pictures and captions highlighting activities they are involved in.  PTO wants to increase the visibility of CDO and encourages teachers and students to participate.  Suggestions included pairing with STUGO, students in photo and computer classes.

Fundraising

Discussed different ways to encourage alumni to volunteer time or services to CDO.  Several ideas were discussed (develop an alumni list of people’s occupation to see if they can help school).  Idea tabled for later discussion.

Discussed if PTO is able to sell CDO wear.  PTO is looking for a vendor that will make the wear at a discounted price.  Beth has put out a few calls to companies to check on price. Looking for company to make T-shirts for CDO fundraiser.  PTO needs to make sure it meets district guidelines and can make money.

Principal’s Report - Tara Bulleigh

Principal Bulleigh listed some of the needs at CDO. Marquee for the front of school.  Teachers need Computers on Wheels (COW).  White Boards (need to replace chalk boards), Smart Boards, Projector in auditorium (need high tech auditorium), sound system in the gym.

Staff Appreciation - Julia Reid

Staff appreciation will continue once a month this year.  Distribution is scheduled on 9/5/17 the early out Tuesdays this year.

Attendees listed several businesses who may be willing to sponsor meals for teachers (Chevy’s, Michelangelos, Frys, AXA Equitable)

Election

Kathleen Kniffen nominated Andrea Islas for VP of Fundraising.  Elizabeth Robb seconded.  Motion passed.

Communications

PTO needs to increase communication with teachers.  Teachers need to let PTO know what they need.  Different ideas were discussed on ways to increase communication (setting up station in teacher lounge, going class to class asking teachers what they need).

Fund Raising

Many fundraising ideas were discussed (trading in AMEX points, getting restaurants to donate product)

PTO is going to communicate fundraising ideas with members so we don’t overlap asking different organizations.  Email list will help organize and streamline fundraising efforts.  B. Lake will create email list from those who signed up at PTA meeting.

Social media

Nicole Acquaro and Karla Morrison volunteered to help with social media.

Call to Audience

None

Meeting Adjourned: 8:14

Notes Submitted by Julia Reid