

PTO BOARD MEETING – MEETING NOTES

August 10, 2022

ZOOM

In attendance: Sarah Ruffing, Jen Davenport, Chelsea Myers, Sabrina Vaughn

1. Open House “Block Party” theme - August 29th 4:30 - 6:30 pm
 - a. PTO
 - i. Cookies & Milk & Water – **Annie Filbrun coordinating (getting donated home-baked cookies)**
 - ii. Raffle – **must be present to win, announce winner at 6:15 pm**
 1. **Use Bingo tickets, 1 free ticket for attending open house, 5 tickets for becoming a PTO volunteer (bring sign up form), 10 for volunteering as a PTO chairperson (bring open spots) – Sarah will coordinate night of**
 2. **Prizes TBD – Sabrina’s husband’s items, Miami Valley Liquidation, FM theme, OSU theme, meat (let Sarah know)**
 - iii. Hair cuts – **Not many professionals do for free, need to connect with Creative Images in Vandalia and CTC). All to reach out to contacts for CTC to assess interest, report back by text.**
 - iv. Sidewalk chalk, jump ropes, other games – **Bring if you have**
 - v. Signage – “Back to School Block Party”, direct people outside and include all activities
 - vi. Volunteer booth – get signups for chairs and volunteers, hand out brochures about the PTO and plans for school year along with meeting dates
 - b. School (Megan, Jodi (new school secretary), Jen met already)
 - i. Teachers welcome students and families
 - ii. Giant yard sign at the road
 - iii. Touch a Truck (Firetruck, Office Moody’s car)
 - iv. Face Painting
 - v. Corn Hole – **Bring if you have**
 - vi. Coloring Contest
2. Bylaws review – **Jen, Sarah, Chelsea, Sabrina to review independently and bring any comments to next meeting**
3. Committee Chairs – **see separate file**
4. PTO event calendar 22-23 (attached)
5. Fundraisers
 - a. Back to School Supply Kits – **Only 40 this year (vs. 60 last year), Sabrina to watch for check and deposit**
 - b. Kona Ice – **Jen needs to contact Alan Lay, is waiting on specific details from the school**
 - c. T-shirt design contest – **FM Elementary 2022-2023 Back to school themed t-shirt. Kids will design, and the winning design will be offered for sale to kids, families and teachers. Could also tie into Color Run.**
6. Monthly Teacher gifts - **\$1/teacher, staff, bus drivers, cafeteria staff, custodial staff, Officer Moody (Jen to ask Megan for total number and number per shared box). Each person takes 2 months – Sept/Oct-Sarah, Nov/Dec-Sabrina, Jan/Feb-Jen, March/April-Chelsea. Purchase gift first week of month, put in boxes, and turn in receipts to Sabrina. May is Teacher Appreciation Week.**
7. Meeting Proposal Dates – **keep on 3rd Monday of each month or move to 2nd Monday to avoid board meeting? (Jen to ask Megan)**
 - a. **Teacher meetings @ 3:30 pm – FM 116 and Zoom**
 - i. **September** – Cover Boonshoft, Fall Event, Toy Drive, Santa Shop, & Skating Party – very little teacher involvement for these events. More so to inform with dates – can always email flyers/details prior to each event.
 - ii. **January** - Cover Spring Fundraiser, Bingo (this event we will ask for teacher involvement), School supply kits, Field Day, Teacher luncheon
 - b. **Evening in person or Zoom meetings**
 - i. **October 7pm meeting in JT’s private room in Greenville? Meet before for dinner/social time? Discuss further.**
 - ii. **November, February, March, April, May TBD**
8. Fall Fundraiser/ Event - **Color Run – Sabrina texting with Casey about ideas**
9. Get to know your teacher flyers go out 3rd week of school

PTO Calendar of Events '22-'23

August 8-12 – School Supply Kits arrive at students' homes

August 29 – Open House

August 30 – First Day of School

September 12 – Send home “Get to know your teacher” flyers

~~October _____ – Carnival/ Fall Festival (was Oct. 15th last year, weather not good for outside)~~

October 5 (?) – Boonshoft Science Day

October - Fall Fundraiser/Event (Fun Run)

November 1-30 – Toy Drive

December 2 (?) – Toy Drive delivery

December 7 & 8 – Santa Shop

January 15 – Skating Party (January 22 backup date)

~~February _____ – Spring Fundraiser~~

~~February _____ – Mother/son & Daddy/daughter event~~

February 27 – PTO Scholarship applications distributed

April 7 – BINGO

April 24-28 – School Supply Kit order forms go home with students

April 24 – PTO Scholarship Interviews (to be awarded at the senior breakfast)

May 1-5 – Teacher Appreciation Week

May 19 (?) – Field Day

June 1 – Teacher Luncheon