

Miami Trace Elementary

Parent Teacher Organization

December 15, 2016 Meeting Minutes

1. The meeting for the Miami Trace Elementary Parent Teacher Organization was called to order on December 15, 2016 at 6:23 pm in the MTES Library. Officers Hollie Terhune, Michelle Bennett, Becky Anderson, and Kathy Berry were in attendance. Staff in attendance were Mr. Davis and Mrs. Fatica-Mavis.
2. The meeting minutes for the November 10, 2016 meeting were approved as presented. Motion: Michelle Bennett, Second: Becky Anderson.
3. Old Business:
 - a. Show of the Season – Next year for the Show of the Season the PTO will need to remember to have at least six roasters full of Chicken and Noodles.
 - b. Santa Shop
 - i. The children were really excited about the Santa Shop this year.
 - ii. Staff, PTO and parent feedback were positive.
 - iii. To improve the Santa Shop for next year, we should consider limiting choices by removing a number of the higher price range options available.
 - c. Santa Claus and Pictures
 - i. Everyone was very excited about Santa visiting MTES this year. Pictures were provided by Tabitha at Snap Shots. The PTO decided to recognize Snap Shots on Facebook for doing such a wonderful job.
4. Treasurers Report
 - a. Michelle Bennet presented the Treasurer's Report
 - i. During the period the bank charged excessive transaction fees of \$226; the PTO treasurer researched the options and changed our account type to Business Checking. The bank offered a refund of \$100 of the fees. With the new account type, the PTO must maintain a balance of \$5000 or more or be accessed a \$10 statement fee. The PTO may explore other banking options that have more favorable terms.
 - ii. Number the Stars books were purchased for the 5th grade. The PTO received thank you letters from 5th grade students.
 - iii. Show of the Season
 1. Two refunds appear for booth rental totaling \$90.
 2. The PTO Booth income was \$319
 3. Total Show of the Season Income was \$5,845
 - iv. Santa Shop
 1. Finished Under Budget, \$1000 less than last year
 2. The vendor, Fun Services, offered reward points that can be used for rental of games or inflatables in the future.
5. New Business

- a. Carnival
 - i. Tentatively scheduled for March 4 from 3-7 PM
 - ii. The PTO discussed need to provide vending (cotton candy, popcorn, hot dogs, pop), security, insurance/waivers, raffle/silent auction baskets and individual items such as gift cards.
 - iii. Kathy Berry agreed to draft a donation request for Facebook that could be duplicated for paper distribution to local businesses and organizations. Michelle Bennett agreed to submit a request to the Chamber of Commerce for the January newsletter.
 - iv. The PTO discussed ways to increase parent involvement/planning and agreed to try going on live audio through Go To Meeting for the next PTO meeting.
 - b. Skating Parties
 - i. Preschool-1st grade, January 10, \$125
 - ii. 2-3rd grade, January 26, \$125
 - iii. 4-5th grade, February 7, 125
 - iv. Free Party – Year end reward
 - c. Teacher Appreciation will be in February/March and the PTO discussed options of having the food catered from a local small business.
6. Staff Requests
 - a. None
 7. Adjourn
 - a. With there being no other business, the meeting was adjourned.

The next PTO meeting will be Thursday, January 12, 2017 at 6:15.