

Miami Trace Elementary

Parent Teacher Organization

October 13, 2016 Meeting Minutes

1. The meeting for the Miami Trace Elementary Parent Teacher Organization was called to order on October 13, 2016 at 6:06 pm in the MTES Cafeteria. Officers Hollie Terhune, Michelle Bennett, Becky Anderson, and Kathy Berry were in attendance. Parents, staff and guests in attendance were Kyle and Stacey Arnold, Mr. DeWitt, Melissa Wolfe, Elizabeth Liston, Laura Miller, Heather Deskins, Shawna Chace, and Mr. Davis.
2. The meeting minutes for May 20, 2016 and September 13, 2016 were approved as presented. Motion: Becky Anderson, Second: Michelle Bennett
3. Old Business:
 - a. The Charleston Wraps fundraiser was a success and we exceeded our goal. There was a discussion about some challenges with customers being charged for shipping when ordering online and the date all items should be shipped, November 5, was clarified.
 - b. Carnival
 - i. January-March, exact date to be determined.
4. New Business
 - a. Show of the Season, November 19th, Fayette County Fairgrounds
 - i. All booths are sold out and flyers are available at the Elementary School office for any businesses that would like to advertise.
 - b. Santa Shop
 - i. The PTO is considering using FUN Services (vendor) out of Dayton, Ohio to run the Santa Shop this year, and would need school approval
 1. Benefits
 - a. Vendor would be responsible for all inventory
 - b. Vendor is local and any items that are running low could be restocked
 - c. Selection of items would be improved
 2. Challenges
 - a. One week would need to be set aside for the sale
 - ii. Attendees request that pictures of items be provided ahead of time so that children can select items prior to the sale to expedite shopping
 - iii. References will be requested
 - iv. \$5 per student would be granted by the PTO and children may bring additional money.
 - c. Santa Pictures – members are working to arrange a date that Santa is available to come to the school to have his picture taken with the children. If anyone has a direct line to the North Pole, it would be appreciated.
 - d. Field Trips

- i. The PTO made a motion to set aside \$200 per grades K-5 for a total of \$1200 to support field trips and to approve Mr. Dewitt's request to use \$108 from the preapproved amount for the third-grade field trip. A motion was provided by Kathy Berry and a Second was given by Becky Anderson.
 - e. The PTO was granted 501c3 status. A filing fee of \$275 was required.
 - f. Skating Parties – Michelle Bennett
 - i. The only charge for children for skating parties this year would be for skate rental,
 - ii. there will be three parties this year
 - 1. P, K, First grade,
 - 2. Second and Third grade, and
 - 3. Fourth and Fifth grade.
 - iii. With three parties scheduled, the school will receive a fourth party for free and that will be donated to the end of the year rewards party.
 - iv. Tentative scheduled dates for skating parties are January 10, January 26 and February 7.
 - v. Deborah Grover purchases items for the cakewalk.
5. Michelle Bennet presented the Treasurer's Report
 - a. Charleston Wraps
 - i. The estimated profit is \$12,000, subject to final invoicing.
 - ii. Two bounced checks. One was already corrected, one will be contacted.
 - iii. Feedback from parents, staff, PTO members on the fundraiser
 - 1. Shipping Charges with online orders
 - a. PTO is contacting Charleston Wraps to resolve issues with shipping charges, PTOs goal is that shipping will be credited back to online customers who had their items shipped to the students address.
 - 2. Most comments received about the fundraiser were positive
 - 3. Survey Monkey will be posted online so that we can obtain additional feedback and guidance on future fundraisers, meeting times and events.
 - iv. Staff help with the fundraiser. The PTO discussed and approved a thank you luncheon for the school secretaries who assisted with all the documentation associated with the fundraiser.
 - b. Principal Appreciation
 - i. The PTO discussed and approved the purchase of gifts
 - c.
6. Adjourn
 - a. With there being no other business, Becky Anderson made a motion to adjourn. Elizabeth Liston provided a second. The meeting was adjourned at 6:55.