

Miami Trace Elementary

Parent Teacher Organization

November 10, 2016 Meeting Minutes

1. The meeting for the Miami Trace Elementary Parent Teacher Organization was called to order on November 10, 2016 at 6:18 pm in the MTES Library. Officers Hollie Terhune, Michelle Bennett, Becky Anderson, Rachel Vance and Kathy Berry were in attendance. Parents, staff and guests in attendance were, Elizabeth Liston, Mr. Conroy, Jessica Ross, Tessa Hill, Shawna Chace, Christine Shingledecker, Laura Miller and Mrs. Fatica-Mavis.
2. The meeting minutes for the October 10, 2016 meeting were approved as presented. Motion: Hollie Terhune, Second: Becky Anderson.
3. Old Business:
 - a. The PTO approved to set-aside \$200 for each grade, K-5 for a total of \$1,200 to support field trips.
 - b. The PTO purchased lunch for the secretaries to show appreciation for all the hard work they put in to making the Charleston Wraps fundraiser a success.
 - c. The PTO purchased Harry & David gift basket for the three principals for October, which was principal appreciation month.
 - d. The PTO agreed to sell the remaining hats and gloves from last years
4. New Business
 - a. Show of the Season, is Saturday November 19th, Fayette County Fairgrounds
 - b. Santa Shop
 - i. The Santa shop will run for one full week from December 5-9 and students will attend during their specials. We have checked references for the Fun Company and schools were pleased. The PTO will provide \$5 in PTO bucks for each child to shop and parents will be able to send additional funds. The Fun Company will provide bags and a cash register. Items will be priced from .50 to \$10 each. PTO is not placing a markup on any items. The PTO will try to send pictures out to give parents ideas of items available if possible. The Fun Company indicated that they would restore inventory as needed.
 - c. Santa Pictures have been arranged.
 - d. Kathy Berry provided an overview of the results of the Survey Monkey and that is live on Facebook.
5. Staff Requests
 - a. Indoor Recess Items – Mr. Conroy indicated that something is being planned to gather needed indoor recess items for classrooms that need them.
6. Other
 - a. Show of the Season
 - i. Donations received \$205 to purchase items for the food booth.
 - ii. Several time slots are open for volunteers for the food booth.

- iii. The volunteer list for staff members to take attendance donations was not available.
 - iv. We will have a raffle basket with items from Charleston Wraps and a 50/50 raffle
 - v. We requested a donation from Kroger and they indicated that they are now using a Community Rewards Program. Becky Anderson made a motion that we register for the program and Kathy Berry provided a second.
7. Treasurers Report
- a. Michelle Bennet presented the Treasurer's Report
 - i. Cashiers Boxes – Michelle Bennet requested that the PTO use \$117 to purchase 4 cashier's boxes to be used at the Show of the Season and other PTO events. Kathy Berry made a motion to approve the expenditure and Becky Anderson provided a second.
 - ii. Charleston Wraps provided a discrepancy report, and there were minor addition errors on some of the forms.
8. Adjourn
- a. With there being no other business, the meeting was adjourned at 6:55.

The next PTO meeting will be Tuesday December 13th.