

PTO Meeting Minutes
August 9, 2016
New Hanover Township School

Attendance 7pm: Christi Ford, Nicole Martin, Cathryn Schaffer, Lisa Roohr, Dana Thomas, Jackie Edwards, and Robin Chao

Old Business

- **Treasurer's Report**
 - Checking- \$5,256.36
 - Savings-\$6,196.62
 - DW Craft Grant-\$2,350.40
- **Fun Run**
 - Thank you letter will be sent to Don E. Miller Septic for providing bathrooms last minute

New Business

- **Job Descriptions of Officers**
 - Treasurer- Budget, Books, Record Keeping, Accounts
 - Secretary- Correspondence, Email
 - Communication Secretary- Fundraising, FB Page
 - Reviewed bylaws
- **Welcome Back to School for Staff and Students**
 - No snacks or tissues
 - Pencil case, pencil and eraser with NHTS personalization
 - Stock teachers' lounge, \$200 budget
- **Back to School Night**
 - September 21st
 - Wendy's Proceed Night, Robin will set up
 - Flyer will be set up on light blue colored paper, specific for PTO correspondence
- **Meeting Schedule**
 - Meetings will be held the first Monday of each Month.
- **Fundraisers**
 - September 18th- New Balance Healthy Kids Running Series
 - September- New Coupon books will be pre-ordered. Flyers will be sent home. Possible option to order Central or South Jersey books
 - September- Rita's Night 15-20% profit, teachers can scoop
 - October- Cheesecake and Cookies
 - November- Gertrude Hawk
 - December- 50/50 (Christmas Show)
 - March- Basket Bonanza
 - April- Children's Artwork

- **Box tops**
 - Lisa Roohr will collect and count
 - Due 10/14, reminder notice sent out 10/1
 - Purchase interoffice envelopes for teachers to send in box tops
 - No longer individual winners. Classes will win an Ice cream party
- **Assemblies**
 - Respect Assembly- October 6th, two shows for whole school- Total- \$1090.00
- **Book Exchange**
 - Summer book exchange was successful
 - Recommendation to provide a drop box for exchanged books to ensure they are clean and in good condition before offering them to students
 - Rule change accepted, students will bring only 1 book to exchange
- **Project Forms and Craft Grant**
 - All forms were approved
 - Project request from Ms. Thomas approved
 - One School. One Book. K-5th. Total approximately \$743.75 (\$5.95 per child)
 - Book Choice- The World According to Humphrey
- **Truck or Treat**
 - October 29th 1-4pm
 - Matt Edwards will provide music
 - Candy will be provided
- **Activity Night**
 - September- Glow Dance 9/30- Needs to be approved by Mr. Larkin
 - October- Truck or Treat
 - December- Gingerbread
 - Possible suggestions to be discussed
 - Candy Bar Bingo
 - Family Game Night
 - Ice Cream Social
 - Movie Night
- **Spirit Wear**
 - Stay with current vendor
 - Robin will do a flyer, reminding parents to order

Upcoming Meeting Dates

September 12, 2016- 7pm

October 3, 2016-7pm

November 7, 2016- 7pm

December 5, 2016- 7pm

January 2, 2017-7pm

February 6, 2017-7pm

March 6, 2017-7pm

April 3, 2017-7pm

May 1, 2017-7pm

June 5, 2017-7pm

