



November 3, 2016 – 4:30 P.M.

Meeting called by Mark Laraway at 4:35.

Board Members Attendance: Mark Laraway, President; Shelby Laraway, Vice President; Tiffany Barrett-Greer, Recording Secretary; Sarah Perkowski Communication Secretary.

Mark Laraway called the meeting to order. Tiffany Barrett-Greer seconded.

Mark opened the meeting and began with the Officer's Report.

Mark motioned the minutes to be approved. Carolyn Thompson motioned and Tiffany Barrett-Greer seconded.

Officer's Report:

Mark welcomed the PTO committee. He went over the Treasurer's Report to open the meeting.

Treasurers Report- Mark went over the Treasurer's Report in place of Dolores Rodriguez. He reviewed the spending on popcorn and food for teacher appreciation. He stated that teachers need to have their reimbursement forms in by March 31, 2016. The closing balance for the operating account this month was \$10, 277.11, as well as the savings account with the operating account with a closing balance of \$17, 408.84. This makes both accounts closing totals \$27, 685.95.

Committee Reports: Mark discussed the box tops initiative at our school. Shelby Laraway is working diligently within this organization. Currently, PTO is awaiting a Box Top check that should be arriving shortly. Santa Shop is still going forward as an upcoming event. The dates were decided for the week of the 12th for the Santa Shop to begin. A walkthrough for students will be completed the week prior.

Mark informed the PTO about the cookie dough fundraiser. Mark said that everything was completed and all products went home with students. Approximately \$3500.00 in sales was completed during the duration of the fundraiser. Awards are being processed at the current time. Texas Roadhouse will be the next fundraiser that will go through Thanksgiving. Vouchers will be passed out to recipients and they will pick up their dinner rolls from Texas Roadhouse. Gift cards will also be available. Culvers is also an upcoming fundraiser, taking place on November 8, 2016 from 5-8pm.

Software has been purchased for financial accounting and the conference night dinner was very successful. PTO thanked the parents and helpers that assisted with all the recent fundraisers and endeavors.

New Business:

Mark brought up that a new process for fundraiser pick-ups in the future. According to parents, a different process might be easier for pick-ups in the future. It was also decided that Santa Shop would be previewed the Friday before the

week it opens. The PTO committee discussed procedures for shopping and students going to Santa Shop. The PTO and administration will continue to discuss these procedures and will make a decision at a later time.

Grade Level Update- Various update from grade levels given by staff in attendance.

Mark motioned to adjourn the meeting. Carolyn Thompson motioned and Tiffany Barrett-Greer seconded. Mark adjourned meeting at 5:18 p.m.