**Middlesex Elementary School**

**PTO Meeting Agenda**

**Monday, November 13, 2017**

**In Attendance**: Stephanie Eldridge, Jim Hoffer, Nicole Lehman, Alyssa Shapley, Lauren Rausch, Mike Wissman, Kim Smith, Courtney Mathews

**Call to Order & Pledge of Allegiance**

**Approval of Minutes from September 11, 2017** - Approved

1. **President’s Report**
2. Recess Equipment
3. Dick’s Reward Points earned while using the Bobby Rahal coats and shoes donation were used to order $710 worth of new recess equipment at no cost to the PTO
4. Teacher Conference Meal
5. Mrs. Eldridge will provide the chips, pasta salads, drinks, paper goods, etc.
6. PTO will donate $200 towards the Teacher’s Conference Meal
7. Subs and Pizzas will be priced through Napoli, Giant, etc.
8. UPDATE: A generous parent donation of $200 will be used to supply teachers’ meals on both nights of conferences. Thank you!
9. Conference Meals will be added to the budget for the 2018-2019 school year
10. New Hope Ministry Update
11. Will be starting tomorrow, 11/14/2017
12. Volunteers are needed to help pack bags and bring them to Middlesex Elementary
13. Hours to pack bags are currently being scheduled during the day.
14. Volunteers can sign up /apply online on the website for New Hope Ministries (Ways to Give, Be a Volunteer)
15. Volunteers must be able to provide clearances
16. Box Tops – Collection Update
17. To date, $473.20 has been raised for the 2017-2018 school year
18. November Skating Party Update
19. 113 boxes of tissues, 48 containers of Lysol Wipes, 36 Hand Sanitizers were donated. Thank you to all who came and donated!
20. Next Skating Party – March 10, 2018
21. Coats and Shoes
22. Supplies have been distributed to all who indicated a need
23. Fall Festival Update
24. A great turnout, many families in attendance
25. $240.00 approximate cost
26. **Principal’s Report**
27. Mrs. Eldridge commends Mrs. Rausch for her efforts to make PTO events so successful. Mrs, Eldridge would love to see additional volunteers helping with events and activities that benefit students.
28. It is important to start advertising that there will be a need for volunteers to fill positions next year. There will definitely be open positions available on the Executive Board next year.
29. The district is implementing a policy that district employees may not sit on the executive board.
30. Mrs. Eldridge appreciated the efforts put into both the skating party and the Fall Festival
31. The Spirit Wear sale went well, funds will be donated to the Middlesex PTO
32. **Treasurer’s Report**

I**.** Checking: $31,574.53 – This includes funds that will be sent to the company that provided the fall fundraiser. The balance will be down into the $24,000s

 II. Coats and Shoes: $4.88

 III. Trail: $1,981.68

**D. Teacher’s Report**

I. Thank you for the Chick Fil-A Breakfast Gift Cards

**E. Old Business**

1. Shed Update
2. The roof has been fixed
3. The floor still needs to be patched

**F. New Business**

I.Annie T-Shirts

 a. Musical staff is purchasing Annie T-Shirts.

 b. Checks will be deposited into a PTO account and then one check will be written to the vendor.

II. Spirit Wear Sale - Proceeds will benefit the Middlesex PTO

III. November Dinner Night

 a. Middlesex Diner

 b. November 14th and 15th, 4:00 – 9:00

 c. December Dinner Night will probably be at Hoss’s

**G. Committee Reports**

 I. Holiday Shoppe - December 7th (6:00 – 8:00)

 a. Volunteers Needed (Minimum of 20)

 1) 2 - 3 Cashiers

 2) 2 - 3 Stockers

 3) 2 - 3 Baggers (Gift bags only, no wrapping)

 4) Shopping Helpers

 5) Floaters

b. Advertising

 1) Posters

 2) Letters/Envelopes will be sent home with students on Tuesday, November 28th

3) Mrs. Eldridge will include Holiday Shoppe info in a November 22nd E- News

c. Items Needed

 1) 7 tables set up for items and check-out

 2) Cash register app on phones or computers - Will provide totals

 3) Start-Up Cash/Change

d. There will be 10% mark-up on items

 1) No item is more than $10.00 - There are 18 price points

1. Book Fair

 a. Volunteers Needed - 2 Cashiers

 b. Scholastic Flyers will be sent home with Holiday Shoppe Letters

 c. Preview and Wish lists will be completed by students in the library ahead of time

 d. Light refreshments will be available (Cookies and Hot Chocolate)

1. Mountain Lion March – Committee Chair – Stephanie Wells
2. Consider new incentives and motivators for kids to submit address labels
3. Reach out to Middlesex Township to consider putting something in the township newsletter for community members to consider donating

I. Board Member Comments - None

J. Member Comments - None

K. Good of the Order - None