**Community House Middle School PTO
General Board Meeting Minutes
9/21/15**

**Attendance** - Angel Canafax, Barbara Bauer, Chris Egan, Marty Cook, Suzanne Macy, Amber Schuchmann, Nancy Hammonds, Nathalie Laumann, Tori Collins, Stephanie Smith, Kisha Meekins, Dawn Peebles, Sandra Wilcox, Jeanette Kantor, Melanie Mellone, Lisa McQuay, Celeste Horton

**Chris Egan and Barbara Bauer** called the meeting to order at 9:30 a.m. and welcomed everyone.

**General Updates**:
Introductions – Introductions were done around the room.

6th Grade Dance – The dance made $790 minus $250 for the DJ. Recommendations/Suggestions for next year: 1. Carvel – There needed to be more people helping sell ice cream. 2. Consider additional food vendors, possibly pizza. 3. Ask DJ to make announcements at certain times. For example, at 5:30 ask the students to start picking up and at dismissal, have him announce dismissal by team. 4. Assign teachers to watch the door to the bathroom. Suggestion made to add more details regarding the 6th grade dance to the School Mates Chairperson’s notebook. Make sure chair knows to work with the 6th grade counselor, AP for 6th grade, and Officer Martin. This dance helps fund what we are able to do for our sister school, Albemarle Middle. Marty to ask Michelle Keough if she has the notebook so these notes can be added. Officer Martin was given $100 to monitor the dance.

Ms. Shore – PTO made a $1,000 donation to Ms. Shore to help pay the costs of the funeral/burial of her husband after his sudden death at the beginning of the school year.

CHMS Jackets – PTO purchased all staff fleece jackets.

Health Room – 120 emergency kits for classrooms were ordered, stuffed with gloves and bandaids and distributed to all teachers.

Teacher and Staff Gift Cards - $40 for teachers and $25 for custodians/assistants/staff were distributed on 9/18/15.

**Secretary**:
**Marty Cook** asked if there were any changes to the last meeting’s minutes from 5/11/15. There were not. Angel Canafax made a motion to approve the minutes and Tori Collins seconded the motion. All were in favor.

**Treasurer:
Suzanne Macy** presented the Treasurer’s Report as of 9/17/15 (see attached). Suzanne updated where we are with parent packs. We have had good online participation and about 150 people have paid in person. Capital campaign is down at about 50%. We will be doing another push soon. Jamie will be doing connect ed messages and emails and there will be a push on curriculum night. We really need to focus on tapping as many sources for funds as possible, such as rebates, box tops, and smile.amazon.com. Math books are being ordered today and will be received Monday and passed out to all students who have paid. Quite a few present either had issues receiving the connect ed message or email or both. We need to figure out what database is having the issue and have it corrected. Maureen Milano, registrar, may be able to help.

**VP of Fundraising**:
**Tori Collins** reported that we really need people to get their corporate matching in. We will be doing another push on curriculum night where envelopes will be handed out to parents to try to get them to donate on the spot. There was a suggestion made that we should recommunicate what the PTO funds at the school so parents are aware of what the shortfall could impact.

**VP of Special Events**:
Amy Gramaglia reported that Spirit Week will be 10/5-9. She and Angel will be getting with Ms. Vickers to discuss the event schedule and planning. Pink out football game will be that week on Thursday, 10/8.

 **Committee Reports:**

**Beautification**:
**Tori Collins** reported that student volunteers came out to trim trees back and spruce up a little bit in the front. The flowers in the pots out front were replaced. Front area was re-mulched. They are looking at putting in pavers in areas that get no water and possibly a little desert greenery. They are getting quotes. They are trying to get some of the athletic teams to do service projects to help beautify around the school.

**Health Room**:
**Nancy Hammonds** reported that the emergency kits have been put together and handed out. The health room may need parent volunteers in the near future for vision screening.

**Hospitality:
Jeanette Kantor** reported that they have a new theme of “Oktoberfest” for their fall hospitality function for the teachers and staff. It will take place on 10/20/15. They are working on getting items donated to help with the budget.

**Rebates**:
**Kisha Meekins** and **Sandra Wilcox** reported that they are working with Harris Teeter to get more signups. Parents can link up to 5 schools to their VIC card. They would like to advertise it more and possibly do some kind of contest for the students, maybe a raffle of some sort. They would like any ideas we have on how to motivate kids and parents. We have Publix key tags that don’t need to be linked. Community House is already assigned to the key tags. They are in the parent center. They are working on Target.

**School Store**:
**Dawn Peebles** reported that sales were low at the beginning of the year but they had a big week last week and are right where they should be now.

**Required Reading**:
**Amber Schuchmann** reported that Cardinal Lane was bought by Scholastic and their turnaround time is too long so we are switching to Barnes and Noble. Our profit will drop from 25% to 20%. 6th and 7th grade books are being sold this week Tuesday, Thursday, and Friday for both first and second quarters. 8th grade will go on sale next week. They can all be purchased online and will be delivered to the student’s LA teacher.

**Volunteer Coordinator**:
**Tori Collins** reported that all committee chairs have received their volunteer lists.

Meeting adjourned at 10:07 a.m.

Next meeting will be 11/9 at 9:30 a.m. in the media center.