



Cleveland Elementary School PTO Board Meeting Minutes, Monday, July 18, 2011

In Attendance

Stephen Walker (PTO President), Thomas Cagle (PTO Vice President), Kim Dobso (Accts Payable Treasurer), Sarah DesLaurier (Accts Receivable Treasurer), Rashmi Patel (Recording Secretary)

Meeting was called to order at 6:10pm

- a) It was agreed that meeting minutes will be sent to Mrs. Douthard each month so they could be posted on the CES website.
- b) A little more research is needed on the need for PTO Today insurance. Current policy expires December 4th.
- c) A little more research is needed on Pay Pal or online payment. We will make note of how many people ask to pay by credit card on Meet the Teacher night.
- d) Courtyard cleanup – Stephen Walker will ask Jenny Meyers (Green Team Chair) if she can find someone to get the courtyard cleaned up for Meet the Teacher night.

e) Team Leader Status:

Boosterthon – Matt Keahey
Box Tops – Karen Brady
Cookbook – Misty Keahey?
Directory Coordinator – Devona Keniye & Rashmi Patel
E-Communications – Rashmi Patel
Fall Family Picnic – OPEN
Green Team – Jenny Meyers
Innisbrook – Jennifer Kirkbride
Marquis – Carol Kalafut
Media Center – Carol Kalafut
Multicultural Program – Chasity Manning
Reading Program – Kristin Holm
Room Parent Coordinator – Rashmi Patel
Santa Portraits Day – Dawn Reenstra
School Supplies – Michelle Walker
Spirit Merchandise – Kim Dobso
Staff Appreciation/Hospitality – OPEN
Volunteer Recruitment – Becky Noonan
5th Grade Farewell – OPEN (should be 4th grade parents that are not room parents)

Original Works - The PTO executive board feels that in the interest of efficiency and proper bookkeeping, the processing of Original Works fundraising will be returned to school ownership. Mr. Smith (Art Teacher) will utilize teachers to help with Original Works.

Box Tops – Box Top collection amounts for each class should be disclosed after each collection.



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- f) Meet the Teacher Night is on August 4, 4:00-6:00pm. We'll have a table set up per hallway with clusters of balloons. Someone will man each table. We will have a sign-up table for all the committees. Curriculum Night we will have a table set up in front of the Media Center.

- g) Future PTO meeting dates all at 7:00pm:
 - August 15, 2011
 - September 19, 2011
 - October 17, 2011
 - November 14, 2011
 - December 12, 2011
 - January 9, 2012
 - February 13, 2012
 - March 19, 2012
 - April 16, 2012
 - May 21, 2012

- h) Boosterthon funds disbursement
 1. Thomas Cagle made a motion that the 3 new CES teachers get an equal share of the funds raised by Mrs. Middlebrooks' class last year. Sarah DesLaurier seconded. The motion was passed.
 2. Thomas Cagle made a motion to set a time limit on Boosterthon reimbursements so that the PTO would not have any surprise reimbursements later in the year. It was agreed that September 15 should be the deadline to turn in reimbursements. Stephen Walker seconded. The motion was passed.

- i) Crossing Guard – An orange flashing light is to go up before school starts. Decisions are still up in the air regarding how to handle morning car lines. It would cost \$75 per day to have a crossing guard in the mornings for 15 minutes.

- j) The PTO budget was reviewed and small adjustments were made.

Meeting was adjourned at 9:20pm

Minutes recorded and submitted by Rashmi Patel