

**MIDDLE SCHOOL PTO MEETING
SEPTEMBER 20, 2016**

IN ATTENDANCE: TRACY, ANDREA, STACEY AND JESSICA

2016-2017 Budget:

- Tracy presented the budget from last year.
 - Tracy and Andrea met with Janet and discussed our budget. We need some support if we are going to be able to raise the \$9,700.00 this year (what we spent last year).
 - ACD: \$3,000.00
 - Silver Graphics: \$1000.00
 - Meadow Farms: \$2,500.00
 - Yearbook: \$300.00
 - Scholastic Book Fair: \$1,250.00
 - Other Income: \$0
 - Dances (concessions): \$500.00
 - Need to brainstorm a spring fundraiser
- Total: \$8,550.00

Expenses:

- Grants/Enrichment: \$3,000.00
 - Boat Dance: \$1000.00
 - Teacher Stipends: \$2,000.00 (have not given Ed. Techs yet)
 - Dances: \$100.00
 - Teacher Appreciation: \$500.00 (start on Oct. 15th. Every month on the 15th)
 - Custodian/Kitchen Appreciation: \$220.00
 - General Supplies: \$200.00
 - Middle School Open House: \$50
 - Liability Insurance: \$225.00
 - Miscellaneous: \$150.00
- Total: \$7,445.00

ACD fundraiser

(Envelopes going home with kiddos this week; update in Principal Notes):

- Was on the top of Principal notes this week.

Meadow Farms fundraiser (catalogues are on their way): Catalogues will come out on September 30th and due back October 14th. Online order is longer:

- Stacey and Tracy will meet up to discuss. Stacey will organize.

PTO Website/Communications:

-Jessica and Sandy will meet up to discuss website. Jessica can also reach out to Julia Lucas to connect her to Sandy. Maybe look at Elementary School PTO's website to get ideas.

-First objective would be an updated welcome letter (Tracy has written)

-Update the annual budget (Jessica will do)

Review PTO Mission Statement/Charter (public meetings):

-Set up an October meeting for computer safety? Mr. Chabot

Google Drive: Email went out to board in August. If you did not receive, contact Tracy to get the information.

Housekeeping:

Next meeting will be on the second Thursday of October 13th at 9:30. This will be a Public meeting. Jessica will post in principal notes

Stacey will talk to Molly at front desk to ask about Meadow Farms. May be looking for help to sort through catalogues this Friday. Also will distribute to 6th grade for DOC on 24th, 7th grade for DOC on 25th and 8th for DOC on 26th.

Stacey will gather order forms as they come in.

Book Fair: Tracy, Jessica and Stacey spoke to librarian to assure the set up will be in the library. Hours will be before school, during school after 10am and 2-3 evenings during the week (in November).

ACD: Envelopes out. Andrea will be collecting as donations come in.

Silver Graphics: Stacey will get in touch with the art teachers to see how they feel about the best way to execute this program. Ideas to tie something in for 8th grade "graduation". Also, do they need help scanning artwork? Will touch base during next board meeting.

Jessica requested that all information for principal's notes be sent to her by mid-day on Thursdays in order for her to get info. In by Thursday evening deadline.

Meet adjourned at 10:45am.