



Cardinal Ridge Elementary School
PTO Executive Board Meeting Minutes, October 2014

PTO Board Meeting Minutes October 2 2014

Board members present:

Harsh, Elizabeth F, Elizabeth K, Amy, Suzanne, Dr. A.

Meeting called to order at 7:35

501c3: Harsh wants to know if we are incorporated in VA?

Fall fundraiser: (Elizabeth Franklin)

Little Cesars fundraiser: October 10th-24th

Paperwork is going home on Oct. 10th.

Orders need to be submitted to company by 31st.

Delivery of items can take place on the 14th at the school

Students can not solicit cash donations via. 8.4 A/B of Lo Co Policy

Box Tops: (Elizabeth Franklin)

Beginning of Nov. we will start contests.

First submission is due Oct. 31st.

Elizabeth Franklin will make copies for upcoming initiative to collect box tops.

Rally for Recess: (Elizabeth Franklin) Will distribute information on this.

Flyers: When they are submitted to Dr. A....she will print one copy, initial and placed approved copy in PTO drawer. PTO logo needs to be on the flyer. It is up to PTO Volunteer to copy in YELLOW in Copy

room 126. (RICOH Machine) CRES staff will distribute to students. Anything going home on Friday needs to be submitted to Dr. A Friday week prior. The copies needs to be made by Tuesday.

Yellow Paper: Home Depot Harsh purchased 100 packs of paper for \$100. The school can order paper for \$3.50/pack. The PTO will keep 1 box Harsh purchased and going forward will purchase through the school.

Dining Nights:

Flyers have been submitted to Dr A for approval for Fit Right fundraiser.

Parents Night at Top Kick: Harsh will reach out to Sandra Vaughn (dining chair) about setting up those. We already have one for Dec. 5th that needs to be advertised.

Harsh wants to purchase stickers so we can send out stickers announcing dining nights etc

Communications:

Newsletter: Elizabeth and Surabhi will get one written and submitted by Oct. 10th. Copies

Will be sent home the following Friday.

Going forward: Make it known the PTO Newsletter will be online each month. By the 4th Friday of the month. In the event of a holiday falling on that date, the PTO newslettter will be posted online prior to the holiday.

Website and Gmail: will be updated and monitored by Communications VPs.

Spirit Monkey: Suzanne will meet with Julie.

Harsh will contact Kellys Boot Camp regarding returning their check and have a new check written to CRES NOT PTO.

Nothing can be done until the SM first flock sticks are ordered.

Treasurer:

Process and procedures for fundraisers will be posted on PTO website

Check request and reimbursement will be posted on PTO site.

Dr. A suggested that the staff line item be split among the 6th grade levels. At this point we will give each grade level \$120. Our goal in the future will be to have each teacher/specialists receive a certain amount. Board agreed

Discussion about moving PTO meeting times....PTO will keep meeting at 7:30AM for the time being as 7:00 is not considered office hours and PM meetings prove difficult. It is essential that everyone arrive and be ready to meet no later than 7:30 AM.

Meeting adjourned at 8:35.