

**PTO Meeting Minutes**  
**Wednesday, October 21<sup>st</sup>**  
**6:30pm @ Zoom Meeting**

1. Call meeting to order.
2. Monthly Budget Report – Heather VanZant
  - a. Starting to see payroll expenses fill in. We're on track with the budget, nothing looking unusual. Budget documents attached.
3. Ongoing items:
  - a. Membership ToolKit is our online PTO parent directory where you can find other parents, receive PTO communications and buy spirit wear.
  - b. Sauganash branded face masks and neck gaiters sold at cost available on Membership ToolKit. Another flyer will go out. We still have plenty of stock.
  - c. Staff PTO Request Guidelines: \$150 Plus \$50 buffer for teacher stipend
    - a. Bully Prevention - Ms. Bertini
      - i. Stomp out bully prevention week. Teachers purchased 3 books and package of jelly beans. \$42. They'll address with Mrs. Munns.
    - b. Ms. Hague - document camera \$188 and \$30 for Mrs. Krezmer. Teachers need approval and reimbursement for the overages. Lindsay will send out an additional communication to the faculty on the process and guidelines.
4. Annual Fund Drive: October 26-November 11<sup>th</sup> Annual Donation Drive
  - a. Requesting \$100/family. Are you smarter than a \_\_\_\_\_ grader? Winning grade gets the game show with Ms. Munns and Mr. Kennedy. There will be some virtual fun for other grades in the running.
5. Volunteers Needed:
  - a. Event chairpersons, event volunteers, social media manager, graphic design support, ideas for socially distant fundraising and fun events.
6. PTO 2020-2021 Events:
  - a. October 26-November 11<sup>th</sup> Annual Donation Drive
  - b. Friday, October 30<sup>th</sup> – Halloween Party cancelled. Lindsay bought bags to distribute for K-4<sup>th</sup>. Pick up week of Thanksgiving at school.
    - a. Reverse school parade on Friday, October 30<sup>th</sup>.
  - c. Thursday, January 28<sup>th</sup> – BINGO Night
  - d. Saturday, March 6<sup>th</sup> ?– Spring Benefit
  - e. Thursday, April 29<sup>th</sup> – Pasta Night
  - f. Thursday, April 15<sup>th</sup> - Family Fun Night
  - g. Thursday, June 10<sup>th</sup> – Virtual Walk-a-Thon
7. New Business:
  - a. Virtual walk-a-thon. Already occurred in the Spring. We'll see how to incorporate this year and review timing.
8. Volunteers Needed:
  - a. Event chairpersons, event volunteers, social media manager, graphic design support, ideas for socially distant fundraising and fun events. Additional communication sent out about volunteers needed.
9. Open Forum:
  - a. No additional items
10. Meeting adjourned.