

## Smith Middle School PTO Meeting Minutes

August 8, 2022 – 1pm

### Large Conference Room, Smith Middle School

**Attendance:** Julie Gould, Catherine Rodman, Karen Hotts, Chris Mueller, Casey Conaton, Amanda Corbett, Jamie Glab, Annalisa Heston

**Introductions:** Board Members, Staff Liaison and Administrators introduced themselves.

#### New Business:

**Meeting Dates and Times 22/23 School Year:** Meeting dates and times for the upcoming school year were planned. The meetings will take place on the following Mondays at 6pm:

September 12<sup>th</sup>, October 3<sup>rd</sup>, November 7<sup>th</sup>, December 5<sup>th</sup>, January 9<sup>th</sup>, February 6<sup>th</sup>, March 6<sup>th</sup>, April 10<sup>th</sup>, May 8<sup>th</sup> and June 5<sup>th</sup>.

**Budget Review:** Catherine and Julie both discussed the budget; need to figure out the current numbers; how much money we currently have, what we want to spend money on for the school year; and where is that money going to come from.

1. Discussed Income – Actual v. Budget
2. Discussed Expenses – Actual v. Budget
3. Discussed having information ready for parents at Registration regarding Amazon Smile and Kroger Rewards.
4. Working on a new budget with updated line items. It will be a work in progress and will revisit at the September PTO meeting.
5. There are no Covid restrictions in the schools for the upcoming year.
6. Julie will work on a letter/email to go out to all families asking for a \$25 donation for each child they have at Smith. It will detail what the funds are used for and explain how and when each family can donate. There will be a link to pay via school pay or Venmo, or in person at registration. This will serve as our main fundraiser for the year.
7. The PTO will wait to see how much money comes in via the donation before going through the Budget Expenses.
8. Catherine will add a line for “parent donations” to the Income section of the Budget.

**Registration:** Registration will take place on August 18<sup>th</sup>, 2022. It will run from 9am to 3pm.

Time Slots are as follows:

6<sup>th</sup> grade: 9-11 am

7<sup>th</sup> grade: 11am-1pm

8<sup>th</sup> grade: 1-3pm

1. Provide an email link to parents for the locker shelves that can be bought on Amazon that fit our lockers at Smith.

2. Annalisa will update the volunteer forms.

**Letter to Parents – PTO:** Julie is going to update the letter that will be sent home to parents from the PTO, explaining what it is and how they can get involved.

**Committee Chairs:** Julie said that we have a lot of really good people in place to chair some of the big events. We have chairs for the school dances, 8<sup>th</sup> grade Promotion, Giving Tree. Still need Chairs for restaurant nights and Stop-n-Shop.

**Forms:** Julie has a letter that she will send to the Chairs of different events. Julie also let us know that the deposit/reimbursement forms are all available on the Smith website.

**Popsicle Party for 7<sup>th</sup> graders:** last year, the 6<sup>th</sup> grade class won a popsicle party because they were the Read-a-Thon winners. The prize was a popsicle party but it never happened. Looking to find time in the new school year to get them their popsicle party.

**Principal's Update:** Mr. Mueller suggested that at the September meeting, we plan the first school dance of the year. In addition, we should be discussing information relating to Halloween and dressing up. Suggest having an Air Head Sale on Halloween.

**Closing:** Meeting was adjourned at 2:40 pm.