

**Melrose Elementary PTO
February 2017 General Meeting Minutes**

Tuesday, February 14, 2017 at 8:15am in auditorium.

Meeting called to order by President Joyce Quirch at 8:21am.

Joyce Quirch, President

- Wants to make sure everyone knows we are incorporated. [non-profit 501(c)(3)]
- Officer elections are coming up in May and we need volunteers for these positions
- A suggestion was made to put out a flyer online and hard-copy about what the officer roles are & the duties of each role.
- PTO is looking for effective ways to follow-through with the volunteer sign-ups/wishes of our families.
- A bigger presence at Back-to-School night was discussed, as well as having a PTO parent stand up in each classroom at Back-to-School night introducing themselves.
- Joyce is working on breaking down each major PTO event into specific duties/requirements/guidelines/how-tos/etc
- We need a treasurer starting Aug 2017
- Discussed ways of more effective communication. Unofficial consensus was that personal communication/one-to-one is best, with phone trees given as an example.
- Discussed the reinstatement of a Head Room Parent board position
- Discussed the need to better define the role of room parent. How much a rep of PTO, how much a communication aide for teacher?
- Proposal to develop role of room parent toward more of a PTO liason.
- Starting the 2017-18 school year, we will have 1 lead for each event/position. Elections will remain the same, the others who sign up for a position, but are not voted in, can be utilized as helpers/co-chairs to the position/event as the lead sees fit.

Nicola Howard, Career Day

- We need 1 more presenter for Kinder/1st. will give two 30-minute presentations. Thursday 2/23/17 in morning.

Karen Steyr, St. Patty's Day Dance

- Dance is again called St. Patty's Day Dance.
- March 17, 2017
- It is a dance/potluck and silent auction.
- The co-chair of the event, Laura Mazur needs an assistant to help with being a teacher liason (getting/managing teacher auction items) and messaging about the dance
- Ideally the teacher donations will be the same every year
- Every child who attends the event will get 1 raffle ticket just for attending to be used toward whichever auction item he/she wants.

Joyce

- Jogathon totals so far are just under \$17,000
- We need volunteers for the book fair Fri 2/24 – Fri 3/3. Patty (librarian) passed around sign-up sheet. Additional sign-up will be going out via email in google doc form.

Ola May, ongoing fundraising

- New box top forms have gone out

Meeting adjourned at 9:25am.

Minutes compiled by Katie Weber, Secretary