**PTO Minutes**

 **May 2nd, 2013 PTO Meeting**

* Meeting was called to order at 6:38 with five members in attendance.
* Treasurers Report – Alice Wiederholt reported a balance of $8,677.05. We have several expenses that have not been deducted yet.
* Teacher Appreciation – Update from Macia – Coordinator of the week
	+ Monday the staff received muffins from “My Favorite Muffin”, Tuesday was a decorated caramel cake made by Angie Cakes, Wednesday was a catered lunch of ham & cheese croissants, chicken salad, pasta salad and fruit salad, Thursday the staff was given personalized SN koozies with a can of pop and Friday a bowl of various mints with a note saying “Thank you for your com-MINT-ment.” An ad thanking the teachers/staff was placed in the Nodaway News Leader for two weeks. Total PTO cost of this week - Personalized Koozies 150.00, Lunch – 280.00, cake 60.00, muffins 68.75, pop and candy 44.00 and ad 45.00 for a grand total of **$647.75.** We hope the staff enjoyed the week!
	+ Alice made the suggestion to give koozies to BOE. The committee voted to do this.
* We will have approximately 30 extra Koozies and they can be purchased for 3.00 each. Contact a PTO member if interested in purchasing.
* Mr. Emerson put all of our dates on master calendar – Silent Auction September 20th, Longhorn Stampede September 28th, Santa Shop week of December 2nd, 3rd/4th Grade Tournament February 15th and February 22nd.
	+ Nicki (FFA) and Renee (FBLA) set Carnival Date for September 28th which is the same day as Longhorn Stampede. They will plan activities so that students can participate in both events. They feel that they get more participation when the event is on the same day as another event. Since the PTO will be very busy with the Longhorn Stampede we won’t be able to help with carnival this year.
	+ Shawn Emerson approved having Silent Auction during Homecoming parade and game. We cannot use gym because they use for football players before game and dance after, but he suggested the commons area.
	+ We decided not to offer a meal before the Homecoming game on September 20th. We all felt that this is a much needed service and hope that another group will take this on.
* Longhorn Stampede – September 28th, 2013 – Tabitha is handling preregistration and COLOR, Debbie Bennett is taking care of the route/safety, Alice is designing and ordering t-shirts, Macia is handling t-shirt sponsor payments, Macia - advertisement, Wanda – continental breakfast following run, Beth, Kim & Cathy – Registration Table/water stop.
	+ Tabitha already has some registration forms turned in and Macia has six paid sponsors for t-shirts.
	+ We got an okay from Janet Hawley to run from Depot. Her only concern was bathroom facilities. We decided to look into renting two porta potties for the event.
	+ We had a person ask if vendors could set up during 5K. A motion was approved that if an organization or person sponsors the race with a 20.00 donation toward t-shirts they can set up a table during the race without charge.
	+ American Legion serves breakfast on Saturdays and will be willing to stay open for runners after the race.
	+ The Art Club is helping with the COLOR! Alice and Pam are checking on purchasing bulk cornstarch.
	+ Vicky Cline (she is in charge of 5K in Albany) will help us advertise.
* New Request – Tabitha had requested that PTO consider helping jr high students with the purchase of calculators. This could be a personal purchase for each student or a department purchase. After correspondence with Julie McConkey. The committee decided that we will hold off on any department purchase until after the move.
* The committee voted in favor of using the **Request Form** to approve any financial needs. – In order for all financial requests not in budget **there must be a Request Form filled out and given to a committee member prior to PTO Meeting.**
* Motion to maintain a yearly ending balance of 4,000.00 or more in PTO account was approved. We are happy that we have been able to develop enough money that by closing the year with a minimum balance we would be able to fund most activities for the next year in the event a fundraising event was cancelled or did not bring in the money expected.
* Budget Discussion and Approval. The attached budget was approved. Any more requests must be presented to the committee and a Request Form must be filled out.
* Alice Wiederholt showed us an example of duffle bags that 4imprint donated to PTO. These will be given to ALL students and staff at South Nodaway at the beginning of the school year. Thanks Alice!
* The PTO will be providing meals for the move. Wanda will coordinate when these are needed. Budget 300.00
* Meeting was adjourned at 7:45 pm. Next Meeting August 1st