

# agenda




## Edison PTO Monthly Meeting

January 9, 2019, 6:30 pm

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1. Call to Order \ Request for attendees to sign-in
2. Officer Reports
  - a. President – Beth Tigie-Matos
  - b. Vice-President – Cassandra Zavodny
  - c. Secretary –Amy McNamara / Alexis Pellegrini
  - d. Treasurer Judy Folckemer / Stacy Fink
  - e. Principal – Gina Brown
3. Committee Reports
  - a. Communications – Beth Tigie-Matos
    - i. Help needed with communications - solid writer with a good sense of humor. Assist with newsletter, website, Facebook posts, flyer creation, etc.
  - b. Engagement – MORE VOLUNTEERS NEEDED! Be ambassadors for PTO - help get other families involved.  
*Icon ✍ in events table (page 2 of agenda) indicates where help is needed.*
    - i. CLASS PARTIES
      1. Overall check in process is going better. We hit some snags at winter party with people showing up that were not confirmed by head room parents. These were parents who signed up on line in Sign Up Genius later in the year, and Head Room parents not checking the online list (even though instructed to do so). Lesson learned – we will need to export the list prior to each party to provide to Head Room Parents so they communicate with all volunteers.
      2. Next party is Valentine’s Day. Parties are at discretion of the teachers and tend to be more low-key. Teachers will send home information to their classes on what is needed. Teachers will have to provide volunteer lists to front office as PTO does not assist with this party.
    - ii. Breakfast Club - WE NEED A DATE FOR THIS EVENT. Our new Coordinator is Ashlyne Childs. A SECOND COORDINATOR IS NEEDED TO TEAM UP! If we can get a date and two confirmed coordinators, we may cancel this event for this school year.
    - iii. Popcorn Days – Help is needed next week Wed from 9am to 1:30 and Thurs 9am to 12. Help Pop, bag and deliver popcorn
    - iv. Family Bingo Night – January 25<sup>th</sup>. Chairpersons: Wendy Fiebig and Lee Neejak. Prizes will be given to Bingo winners. Help needed at the event – calling Bingo, Bingo Checkers, Prize Table, and Concessions (Popcorn and drinks)
    - v. Purposes 4 a Purpose – LOTS OF HELP NEEDED!
      1. Wheelbarrow of cheer ticket sales (We can get you packets of tickets)
      2. Sponsorships
      3. Donation Solicitation / Donation Baskets (Non-class baskets)
      4. Classroom Baskets
      5. Centerpieces/Décor
      6. Photography
      7. Setup
      8. Night of Event assistance (ticket sales)

- c. Fundraising – Amy Schaum
  - i. Spirit Wear
  - ii. Spring Fundraiser
  - iii. Restaurant Nights (Wild Goose – Jan, Chuck E Cheese – Feb)
  - iv. Zero Gravity (Feb)
  - v. Dean’s Plant Sale
- 4. Old Business
  - a. Lunch Program
    - i. Due to a generous donor this program is likely funded for the school year
    - ii. We need stats from the District and Lunch Program Administrator to see how program is being used so we can reach out to solicit funds for next school year
- 5. New Business
  - a. After School Clubs – Amy Schaum
  - b. YMCA Night – Amy Schaum
  - c. Assemblies – Amy Schaum
- 6. Upcoming Events

Volunteer Sign ups can be found by going to our [www.edisonpto.org](http://www.edisonpto.org) and clicking on 

DATE	EVENT	SPONSOR	NOTES
01/16-17	• Popcorn Days ✍	PTO	<ul style="list-style-type: none"> <li>• <b>This is a DAYTIME EVENT - VOLUNTEERS NEEDED!!!!</b> (See sign up Genius)</li> <li>• Order forms will go home in folders</li> </ul>
01/18	<i>NO SCHOOL – PROFESSIONAL DEVELOPMENT DAY</i>		
01/21	<i>NO SCHOOL – MARTIN LUTHER KING, JR. DAY</i>		
01/23	• Marco’s Night [F] ✍	PTO	<ul style="list-style-type: none"> <li>• Flyer/Sticker Distribution (Connie McGrath)</li> <li>• Help spread the word – anyone can order and give credit to your child’s class</li> </ul>
01/25	• FAMILY BINGO NIGHT ✍	PTO	<ul style="list-style-type: none"> <li>• <b>FREE</b> Event for families</li> <li>• Prizes for bingo winners</li> <li>• FREE Popcorn and drinks</li> <li>• <b>VOLUNTEERS NEEDED!!!!</b> (See sign up Genius)</li> </ul>
02/05	• CHUCK E CHEESE NIGHT [F]	PTO	•
02/05 – 02/19	• Club’s Choice Spring Fundraiser [F] ✍	PTO	<ul style="list-style-type: none"> <li>• Information coming home with students in February</li> <li>• <b>VOLUNTEERS NEEDED for Packet Distribution</b></li> <li>• Additional Volunteers needed in March for Item Distribution</li> </ul>
02/06	• PTO Meeting	PTO	•
02/14	• Classroom Valentine’s Parties	School	• At discretion of teachers
02/19	• Zero Gravity Night	PTO	• Due to popularity in Fall – we are doing two nights in February! First come / first served. Once we hit capacity, we will put families on a waiting list at the door.
02/26	• Zero Gravity Night	PTO	

- 7. NEXT MEETING
  - a. Next meeting February 6, 2019 6:30pm. This is same night as 4<sup>th</sup> grade science fair (6 to 7pm). Should we move meeting to run 7 to 8? Or encourage families to come at 6 for the Fair and then join us for the meeting at 6:30?
- 8. Adjourn