

Birchwood Elementary PTO

Meeting Agenda

November 9, 2016

6:30pm

Conference Room, Birchwood Elementary

Invitees: All Parents and Birchwood Community Members Welcome

- I. Call to order
- II. President's Report (Jan Brown and Erin Cassady-Dorion)
- III. Officer Reports
 - A. VP Programs & Services (Suzanne Brooksby)
 - B. VP Fundraisers (Jill Appert)
 - C. Treasurer (Maureen Younkin) via email
 1. See Notes on page 2
 - D. Secretary (Anne Burger)
- IV. Principal's Report (Deb Berndt)
- V. Teacher's Liaison Report (Amy Santandrea & Kathleen Vermilyea via emailed summary)
- VI. Committee Reports
- VII. Board of Education Meeting Summary Not Yet Posted
 - A. Update for next meeting
- VIII. Old Business
 - A. Recap From Monster Mash
 1. Update notes for next year's event
 - B. Directory Update
- IX. New business
 - A. Bigger Communication Committee?
 1. Bulletin frequency
 - B. December Open House
 - C. Silent Auction Basket Event *Spring*
 - D. Spirit Wear on Website? Keep stock?
 - E. PreSchool Program Dates
- X. Approval of minutes from last meeting
- XI. Adjournment

Next Meeting: January 11, 2017 at 6:30pm
Notes & Updates from Committees

PreSchool Program:

For pre-k program this next, we're providing backpacks (they're actually drawstring book bags). Kate found out that that's what other schools do. We thought we would give it a try because this will help them stay organized better and not misplace books they check out. I already ordered them and we'll still be staying within our budget.

Treasurer:

We have a debit card. Maureen has prepared a sign out sheet to make event purchases easier! Touch base with her if you have something coming up!
Some adjustments have been made to past reports to account for some changes to August and September.

Bookfair/Open House:

The theme this year is pirates and they're going with "bookaneer". The PTO bulletin board will be redone sometime next week.