

**Joan Martin PTO Elementary School
Minutes of Meeting:
September 22, 2015
Held at
Joan Martin Elementary School
at 1:00 p.m.**

Topics of Discussion:

Hayride

The annual Joan Martin Elementary Hayride will be on October 8, 2015. A deposit for \$480 with check #3797 was given to the County Line Orchard on September 12, 2015.

- Anyone with a printer that is willing to print a portion of the 800 envelopes??? An email will be sent, as well as a plea on Facebook.
- Hayride Times: 5:30, 5:55, 6:20, 6:45, 7:10
- Bonfire Times: 5:00 – 8:30
- Skewers: County Line has 40 skewers. If we want more we need to provide them, or have people bring their own.
- S'mores Kits: \$3 per kit. Each kit makes 2 s'mores.
- Doughnuts: \$8 per dozen. Do not need to be paid in advance.
- Taffy Apples: Decided against this year.
- Volunteers: We will need a sign up sheet sent out for volunteers at Hayride ASAP.

Junior Achievement

Need to email teachers regarding their needs and expectations. Kacey approved the email template given.

PTO President

Christine Duggan resigned as PTO President. Christine Duggan is to be removed from the officer list and the MainSource Bank Account.

Kacey Allen, Joan Martin Elementary School Principal, per the Joan Martin PTO Elementary School by-laws, approved the appointment of Danielle Johnson as President of the Joan Martin Elementary School PTO for the 2015-2016 School Year.

Danielle Johnson can be added as a signature to the MainSource Bank Account.

PTO Vice President

Megan German resigned as PTO Vice President. Megan German is to be removed from the officer list and the MainSource Bank Account.

Kacey Allen, Joan Martin Elementary School Principal, per the Joan Martin PTO Elementary School by-laws, approved the appointment of Jayme Bailey as Vice President of the Joan Martin Elementary School PTO for the 2015-2016 School Year.

Jayme Bailey can be added as a signature to the MainSource Bank Account.

PTO Secretary

Tamara Lopez resigned as PTO Secretary.

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Kacey Allen, Joan Martin Elementary School Principal, per the Joan Martin PTO Elementary School by-laws, approved the appointment of Michele Frazee as Secretary of the Joan Martin Elementary School PTO for the 2015-2016 School Year.

PTO Treasurer

Christine Ramirez resigned as PTO Treasurer. Christine Ramirez is to be removed from the officer list and the MainSource Bank Account.

Kacey Allen, Joan Martin Elementary School Principal, per the Joan Martin PTO Elementary School by-laws, approved the appointment of Amy Huffmaster as Treasurer of the Joan Martin Elementary School PTO for the 2015-2016 School Year.

Amy Huffmaster can be added as a signature to the MainSource Bank Account.

Meeting Dates and times

- Meetings in general will be the third Wednesday of every month. We will alternate after school/evening meetings every other month. Schedule to follow:
- Wednesday, October 14 at 6:00 (2nd Wednesday of month)
- Wednesday, November 18 at 4:00
- Wednesday, December 16 at 6:00
- Wednesday, January 20 at 4:00
- Wednesday, February 17 at 6:00
- Wednesday, March 16 at 4:00 (invite ELC families)
- Wednesday, April 20 at 6:00 (invite ELC families)
- Wednesday, May 18 at 4:00 (invite ELC families)
- A flyer will be sent home to all Joan Martin Families encouraging them to join the PTO with the meeting dates on it. A half sheet will go home one week before each meeting reminding parents. We will also remind parents that children are welcome.

Transfer of Knowledge

- Bylaws updated as of 2014-2015 school year were provided by Kacey.
- Treasurer reports/binder still needed from 2014-2015 school year.
- Secretary agenda/minutes/binder still needed from 2014-2015 school year.
- SCOH Website. Need to learn how to make changes

Spirit Wear Fundraiser

The company we are going with has been decided. The styles have been picked. We plan on having the order forms go out so that the items are received around the week of December 10th for the holidays. We are working with the company on the best dates to accomplish this.

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Mail

Someone from the PTO needs to check the PTO mailbox at least once a week. Preferably two people so that any money that comes in is accounted for by more than one person. We could perhaps rotate this responsibility.

Safe

There is a wood safe that was built for the PTO to put all money that the school receives in our absence in until the PTO can collect and deposit it. PTO money needs to be kept separate from school money at all times.

Email

Hobart.JM.PTO@gmail.com was created. All officers will be given the password. I am trying to keep the list of PTO members updated, but any help with this is appreciated.