

**PTO Meeting Minutes**  
**October 28, 2020 at 7:00 p.m.**

**Present at Meeting:** Roamn Hummel, Kendra Kedley, Mary Beth Finzel, Mary Frake, Dan Wendler, Lisa Aschtgen, Jody Noonan

**New Business:**

The PTO may be receiving a donation of Christmas items for the Literacy Garden from Mark and Tina Simon. Roamn had talked to Mark about the possibility of receiving the items. Discussion was also had about the possibility of continuing to store our Christmas décor in Travis and Amanda Schlemme's storage unit. We need to check with Amanda to make sure that is still an option.

PTO decided at the meeting that we still want to put up Christmas lights and decorations for our elementary students and teachers to enjoy. Activities can still be done with the students at school during the school day. It was decided that we would ask for volunteers to help decorate the garden on November 29, 2020 starting at 2:00. Possible dates to have literacy garden activities (decorate cookies, have candy canes and hot chocolate, walk through the garden and look at the lights, etc.) are Monday, December 21<sup>st</sup> or Tuesday, December 22<sup>nd</sup>. Dan will meet with teachers and talk about the dates and then finalize. Mary Frake will talk to Sue and give her a heads up about the cookies and frosting to have ready either Friday, December 18<sup>th</sup> or Monday, December 21.

Much time was spent on discussing and defining the roles of the officers of the PTO and also to talk about how PTO meetings should be ran and any by-laws that we may need. Dan had put together a sheet that has the roles of the president, vice-president, treasurer and secretary. Along with the officer positions, we discussed what the members of the PTO can help with or be responsible for. It was decided that we would continue to visit this outline at future meetings to discuss what may need to be added or changed. We also discussed social media and how to better show off the PTO and what is taking place at the elementary. Mr. Wendler talked about tying all of the accounts (twitter, facebook, Instagram) together and then having him group everything together when he posts information. Currently Lauren Trumm has the Facebook and Instagram information and was posting things for us. Discussion was also had as to whether this could be the job of a PTO member or not.

PTO decided to put together goodie bags again for our teachers to have during parent/teacher conferences on November 17/19. Jody Noonan will purchase items for the goodie bags and then we will put them together on November 15<sup>th</sup> so they are ready to go.

**Next Meeting:** The date for the next PTO meeting will be on November 11, 2020 at 7:00. Roamn will send out an invite to the teachers and also the group of emails that we had collected last year of volunteers interested in helping PTO.