

NPE PTO MEETING MINUTES
September 20, 2011, 2:00
NPE Cafeteria

President, Angie Henry called the meeting to order at 2:00 pm.

Attendees included 4 officers, Mr. Kern (principal), Mr. Meo (4th grade teacher), and 5 PTO members.

President: Angie Henry – Welcome and Introductions

Secretary: Kori Murphy - Approval of August 24, 2011 meeting minutes were discussed and approved.

Treasurer: Debbie Ransburg – The combined bank balance is \$51,898.12 as of 9/19/11 and reconcile to the bank statements. This balance will decrease by approximately \$15,000 when Entertainment Publications is paid for Cookie Dough and Entertainment Book orders.

6th Grade Graduation: Amy Mattingly, Shannon Henderson – plans will begin after Christmas Break

Bingo Night: Kori Murphy, Michelle Niemier – Bingo is tentatively scheduled for March 10th. Registered volunteers have been contacted to begin initial planning. First meeting will be 9/25/11 at Y-Not Pizza.

Box Tops: Sharon Canfield, Tricia Shanahan, Jessie Hurst – The first pick up on September 9 was HUGE! We're working on cutting everything turned in. Class winners will be announced soon. Our next pick up date is Friday, October 14.

Carnival/Auction: Angie Henry, Staci Wilson – Carnival and auction is set for Friday, April 13, 5:30-9:00. We will be contacting auction volunteers soon to help request donations.

Entertainment Books/Cookie Dough: Kari Morwick, Lori Burks - The fall fundraiser ended this past week and over 280 students participated in the sale. As it stands currently, the PTO will net approximately \$14,000! Overall, we came very close to last year's totals so we are thrilled. We will contact the qualifying Mega Party students soon and will send home the golden ticket as well as a permission slip. Please remember, we'll need help on Friday, October 14th for the party (3:45 to 4:45) and on November 2nd for the cookie dough delivery. On the 2nd, we'll need help in the afternoon around 1:30 for sorting and then again from 3:30 to 6:30 for pickup. Thanks to everyone who helped to make this sale a success!

Market Day: Natalie Young, Sysily Miller – Our first sale on September 13th went great! The PTO made \$240 from the 28 orders placed. Order forms for the next sale will be coming home

soon with a due date of 10/04 or 10/06 for internet orders. The next pick-up date is October 11 from 5:30 to 6:30!

McDonald's Family Nights: Michelle Niemier – McDonald's School Nights are scheduled for NPE the first Tuesday of every month thru May. 10% of all sales received between 4:00-8:00 will be donated to NPE PTO! Our first night was very successful with earnings of \$250. I am asking 1 or 2 volunteers to be present 4:00-6:00 and 6:00-8:00. If you are available please contact me at 459-4703. Our next date is Tuesday, October 4.

Room Parent Coordinators: Trice Greene, Jessie Hurst – \$1,755 has been received for Holiday Parties so far. Every classroom has Room Parents. A Room Parent Meeting will be held on Friday, September 30, at 9:30 in the cafeteria. We're purchasing cupcakes, apple slices, and Capri Suns for the Halloween party. A few PTO members suggested looking into a smaller cupcake or treat as the cupcakes in the past from Sam's Club have been huge.

SchoolStore.com: ??? – SchoolStore.com is an online shopping mall where over 200 nationally-known online merchants have agreed to give a percentage of sales back to schools. Companies like Walmart.com, Sears, Target, DisneyStore.com, and Oriental Trading Company participate. SchoolStore.com is a great way to support NPE when you shop online. Simply use this website as your starting point and NPE will receive anywhere from a 5%-25% return on the purchase amount! Flyers and info will be distributed this week. If anyone is interesting in chairing this committee, please let Angie know. Time involved should be minimal but needed throughout the school year. Distributing flyers and emailing occasional reminders will be the main responsibility.

Scrip: Melisa Duffy – Shop with Scrip will be offered two times this year. In November for the holiday season and in April for Graduation and Mother's Day.

Spirit Wear: Sysily Miller – The sale will kick off on Monday, September 26th and will run through Friday, October 7th with orders due back by Monday, October 10. We are looking forward to pairing with Hometown Apparel. The designs Heather Hill created for NPE are fantastic!

Student Directory & Website: Jen Popp – Lists were provided September 10 to committee chairs for the folks that signed up for volunteer interests. The list included 130 volunteers that signed up for 267 interests! We have 93 people that signed up as a "General" volunteer. If you need a volunteer listing for your program/event, contact Jennifer Popp at jpopp@npepto.com. Emails can be sent to your volunteers from within the PTO Manager software or from personal email accounts. Just let Jennifer know if you'd like to send emails from within the PTO Manager software and she'll get you set up. Also, the PTO Manager software provides an Event Planner to schedule tasks, dates, times and the volunteers. It would also provide a reminder email to each volunteer about their scheduled date, time and task! Just let Jennifer know if you would like to use this function and she'll help with the set up. Our PTO Manager software will allow targeted emails to parents based on teacher and grade level if you'd like to reach out to specific

families. We've also collected T-Shirt sizes, so hopefully we can provide a better estimate of sizes for shirts and programs like Jog a Thon.

We also have all the NPE teachers and staff email addresses loaded on the PTO Manager. This is great for communication with the teachers/staff about upcoming events and to gather quick feedback from them etc. Jennifer Popp can help with set up for emails...the same process is used to send to the teachers/staff as it would be to send to parents.

"Last Chance to Register" letters were sent home September 9 to over 300 students that had not registered for the 2011-2012 student directory. Data entry is underway for the forms that have been returned. Once entry is completed, a draft Student Directory will be created and emailed to all families, teachers and staff to gather any changes/updates. Once that process is completed, a final version will be prepared and sent off for printing.

We have 2 options for sharing the electronic version of the student directory. We will email a copy to everyone that has registered an email address for the student directory and the other option is to post a copy of the directory on a password protected area on our www.npepto.com website. The location of the file and the password would be sent out through the Dragon Express Newsletter as well as emailed to everyone registered on the PTO Manager. Because families will be emailed a directory, some members do not feel a password protected copy needs to be made available. No final decision was made. Please contact Jennifer with any changes/updates to the PTO website, questions about student directory, emailing teachers/staff or families etc.

Teacher Appreciation: Missy Ackerman, Lynna Rooks – September 23rd will mark the second activity honoring our teachers. Starbuck's Coffee & Pastries will be served to our teachers before school. We are also working with parents for the October activity. More details to come.

Yearbook: Donna Reed, Jessi DiCristofolo - Several parents volunteered to help on the yearbook committee and we will be contacting those individuals this week. We are still waiting for access to the software. Once we have program access, we will send out a message to parents asking to be sure to take lots of photos when at the school for parties, lunches, fieldtrips, etc. along with instructions on how to upload the pictures directly to the Interstate Studio Website. We have also made arrangements with Mr. Strangeway, Sugar Creek Elementary Principal, to be able to take pictures at the 6th Grade Dance this coming Friday.

Old Business:

-NPE will be hosting a 6th Grade "Dance" on Friday, November 4, 6:30-8:00. 6th Grade Teachers and Parents will be asked to Chaperone, help with Concessions, and/or aid with Pick Up.

- By-laws - Besides the member definition, no other changes were noted

New Business:

-The 11 document cameras purchased by the PTO early in the year have not been installed in the teachers' classrooms. Cabling and LCD projectors are expected to arrive soon and cameras will be distributed as soon as possible.

-Volunteer sign-ups will be sent out soon for the following:

-Media Center's Mini Book Fair October 10-14

-American Red Cross Blood Drive October 24, 2:30-7:30

-Mr. Kern spoke with Mr. Satterly recently who suggested trying out a program called "Sheep Dog of the Month" where the staff would recognize a monthly recipient who looks over the student's safety. The PTO was asked to sponsor this program with an approximate cost of \$400 including t-shirts, certificates, and a year-end plaque. Before a decision is made, Mr. Kern was asked to poll the staff regarding interest in the program.

The meeting adjourned at 2:50 pm.

OUR NEXT MEETING IS SCHEDULED FOR TUESDAY, NOVEMBER 15, 2011 AT 6:30