**Kennedy Middle School PTO**

**Executive Board Planning Meeting – Meeting Minutes**

**July 2, 2017**

Location: Off-site

Attendees:

* Michele Haussler (President)
* Cathy Ammenti (VP)
* Debbi Jansen (Secretary/Communications)

Meeting Called to Order: 4:15 pm

Income Streams –

* Annual Drive: Board agreed to request $250 per student, flyer will be included with Maze Day packet and communications will be sent to all families throughout the year.
* Auction: Currently we do not have an auction committee. Need to start early and find volunteers.
  + We will ask at least five new Kennedy families to consider volunteering and/or ask them to contact at least five businesses to request a donation:
    - **Michele** will focus on John Gill and Adelante families
    - **Cathy** will focus on Henry Ford families
    - **Debbi** will focus on Orion families
* Dine Outs: Nicole Sommerfeld has volunteered to manage dine outs this year. The goal is to find restaurants that are willing to repeat throughout the year, for example Restaurant A will offer a dine-out every first Tuesday of the month. **Debbi** to talk to Nicole about this new goal.
* Book Fair: Inez will be managing this book fair this year.
* Other income streams:
* Amazon: **Debbi** to promote Amazon link through various streams of communication. Michele to look into how payment is received from Amazon.
* Escript: **Debbi** to look into Escript to see if it is work promoting.
* Box Tops: Camilla Roe will manage Box Tops
* PE Clothing: Eva Weppner will manage and send families to the PE Clothes/PTO website to order.

Website –

* Photos: **Debbi** to look into adding photos to the site, including photos of Art, Music, Drama, and Family Center teachers/staff to encourage participation and funding for these programs.
* Teacher Profiles: Consider adding monthly teacher profiles to keep the site relevant and fresh. This could include teacher bios, what they are doing in their classrooms, how they make the student experience better
* Student Council: Add information about the student council and how the PTO supports them
* Video Profiles: Consider short videos to add to the site. Maybe Simone Sommerfeld can help?

Maze Day – Promote/Include information on:

* PTO
* How to purchase PE clothes
* Expeditionary Education Foundation (EEF - Grand Canyon, Yosemite, DC trips)
* Buying yearbook

PTO Open Positions – Prior to the first day of school, **Debbi** will send an email to promote open positions:

* Treasurer/Co-Treasurer
* Graduation Committee
* Auction Committee
* Teacher Appreciation/Conference Snacks

Student Engagement – PTO provides funding for student engagement events. Michele will talk to Sabrina Adler about scheduling these events.

* Ice Cream Social: PTO recommends holding an ice cream social on the first day back to school to give ice cream to students directly after school.

Welcome Back Staff Luncheon – **Michele** will talk to Sabrina Adler about holding this on Thursday or Friday during the first week back to school.

Back to School Night / Open House – Would like to sell ice cream as a fundraiser at this event. Bring in two food truck vendors to avoid lines. Need a volunteer to set this up and manage.

PTO Meetings – These will be scheduled on the first Tuesday of every month during the school year. **Michele** will be meeting with Sabrina Adler on Thursday, 7/6.

Meeting Adjourn: 5:50 pm