

**MHES Parent Teacher Organization, Inc.**

**Thursday, Sept 22nd, 2022 at 6:00 p.m. - 7:30 p.m.**

**Website: [medfieldheightspto.com](http://medfieldheightspto.com) | Email: [medfieldheightspto@gmail.com](mailto:medfieldheightspto@gmail.com)**

**Zoom Meeting Information - Meeting ID: 856 0725 4995 || Passcode: 070577**

***Agenda***

**Opening Activities (Welcome)**

**Attendance: Erin Bolton, Judi Breidegam, Sara Baffour, Latarsha Bryant, Amber Kilcoyne, Courtney Proctor, Denise Stanley, Desiree Cleves, Jaclyn Paul, Amanda Kaniowski, Attia Goheer, Erin Miles, Jody Fleury, Morgan Kain, Jennifer Mach, Van-Kim Lin, Shannon Smitherman, Barbara, Michelle Moore, Rainier, Lee Brown, Rita Jackson, PJ Disclafani**

**PTO Overview**

- 1. PTO Introductions - Officers and Coordinators**
  - a. LB reads the mission statement of the PTO
  - b. We are now a 501c3
  - c. Introduction of PTO Board members + coordinators
  - d. Attendee introduction
- 2. Coordinators Needed**
  - a. Looking for people who are interested in taking on one of these roles: (1yr commitment)
    - i. *Restaurant Chair*
    - ii. *Annual Fundraising Chair*
    - iii. *Media Chair*
    - iv. VicePres.
  - b. One-time opportunities
    - i. Bookfair
    - ii. Claire's Fundraiser
    - iii. Holiday Drive
      1. Morgan Kain volunteered
    - iv. Annual Fundraiser, etc
- 3. PTO Purpose Support System for School - Wednesday Folders, Routines, Communications**
  - a. Question about Teacher appreciation opportunities
    - i. Teacher Appreciation Week
    - ii. Gift cards
    - iii. We could use new ideas for this
- 4. Homeroom Parent Overview**
  - a. Coordinator - Rebecca Yenawine
  - b. A good way to ease into volunteering
  - c. Duties (share screen)

- i. Initial Meeting with teacher
- ii. Parent/Teacher Communication throughout the year
- iii. Updating parent contacts
- iv. Class event or project planning
- v. Volunteer recruitment
  - 1. Depends on needs/wants of teachers
- vi. Collecting money for teacher gifts and other projects
- vii. Help build community and connection among classroom families
  - 1. Meet-ups
  - 2. Facebook family groups for each grade level
    - a. Question about pre-k Facebook group - does it exist?
      - i. EB and JJ will look into it
- d. Mr. Forbes & Ms. Pyles
  - i. Ranier Horn volunteered (Ms. Pyles)

## Reports

### a. Financial Update (Share screen)

- i. Balance/ School requested items
  - 1. Paper Order
  - 2. Purple beads
- ii. Fundraiser Restaurant Night: Oct -Well Crafted & Union (TBD)
  - 1. Austin Carpenter volunteered to be coordinator!!!

## Unfinished Business

### a. Previous Events

- i. Summer Playground Meetup: Sat. Aug 13th , Pre-K and K families
- ii. Ice Cream Social/ School Supply Drop-off : Fri. Aug 26th
  - 1. Gluten-free requested
  - 2. More icee pops, less ice cream
- iii. Back to School Night: Thur. Sept 15th
- iv. Super Purple Friday: Fri. Sept 16th

## New Business

### a. Upcoming Events

- i. **Claire's Organizations/ Pick-up Night: Wed. Oct 26th**
  - 1. Volunteers needed to participate from 10-6/Signup genius
    - a. sorting/bundling of items
    - b. Volunteer for time slots or partial time slots
    - c. Fundraiser orders in by 9/28
- ii. **Literacy Night : Wed. Oct 26th**
  - 1. Need donations for snacks/Signup genius
- iii. **Book Fair: Mon. Oct 24 thru Fri. Oct 28th**

1. Volunteers to participate/Signup genius
- iv. **Character Parade: Fri. Oct 28th, 2pm (Promote)**
  1. We don't organize, only promote
- v. **School Updates**
  1. New kiss & go location
  2. Problems with double-parking and blocking driveways in the morning; neighbors have complained
    - a. Neighbors have asked police to come out and write tickets
  3. Clubs
    - a. Staff doesn't want to stay so late with the late bell schedule
    - b. Parents?
      - i. A member of staff would still have to be in the building
      - ii. Possibly consolidate into one day
      - iii. AK doesn't want to have random parents running a club; it's too risky
- vi. **Other Concerns- Holiday Drive, Annual Fundraiser**

**Announcements/ Adjournment - Next Meeting- Thur. Oct 13th**