

Wednesday, September 19, 2018

CVE PTO GENERAL MEETING Minutes

1. Call to order, roll call, welcome.
2. Mrs. Francis - Principal/Vice Principal report:
 - Fall Family Night: Pumpkin decorating is back this year!
 - Lego Math Night will be held 9/27. There will be Lego Rice Krispies Treats and a Q/A panel, about 15-20 minutes.
 - CIRC space is making progress. They are working after hours to complete. No d/l yet.
 - Book Fair will be held in LGI Room. Funds raised will go back into PTO for extending classroom libraries.
3. Teacher Representative: Introduction, e-mail with any questions or comments.
4. Karla Winsheimer - President's Report:
 - PTO office new location - next to LGI Room. Mailboxes have been updated.
 - PTO shirts. These are the pink shirts, \$10 each.
 - All chairs must fill out oath forms.
 - Family Fun Night -- Volunteers are needed for bake sale.
 - Shadowing Treasurer for next year - any interest? This is Kathy Sims' and Beth Kane's last year. Need 2 Co-Treasurers.
5. Kathy Sims - Treasurer Report.
 - Shadowing - what job involves.
 - Receipts - how to handle. There's a box in PTO office for reimbursement forms. Need to complete form and place in box. The President or Vice President can sign. Receipts should be given to Kathy Sims, Co-Treasurer. Attach receipt to reimbursement form.
 - Reviewed policy for counting funds. There MUST be at least 1 chairperson counting with another individual, preferably another committee chairperson or officer. Write check # and amount on forms. Put deposit in safe in the office. Let Kathy know there is a deposit.
 - Still collecting requests for teacher allowances.
6. Committee Reports.
 - I Love CVE Event - Shana Jacobs. Scheduled for 2/23/19. There will be a photo booth, basket raffles, food. Donations, will send e-mail. Need 1-2 parents per classroom to make class basket. Examples are lottery card baskets, Lego/Disney themes.
 - Special Projects - Lori McCann/Vanessa Fatur. Need volunteers for picture day. Sign up on Signup.com.

- Fundraising - Nichol Mignanelli/Tiffany Dick. Yankee Candle and Pasta through 9/26. Yankee Candle online through 1/10. Tiffany also does CVE FB page.
- Boxtops - Lynda Brown and Valerie Cardinal. Collecting 10/9-10/19. Fun Fore All giftcard for fall award (\$10); spring dates TBD. Chick-Fil-A -- save receipts for Cranberry/Wexford restaurants; catering receipts, too. Apples for Students -- 0227 Code on GiantEagle.com
- Book Fair - Jen Mazzei/Lauryn Midani. 10/22-10/26, Theme is Enchanted Forest. Held in LGI. Teachers will sign up for 35 minute slots. Sign ups in office for teachers to pick a time slot. Volunteers needed. Must be a chair to run a register. Scholastic offering e-wallet, load money onto account. Family Fun Night, extra help needed then. Cleanup help needed on 10/26.
- Membership - Cathy Capizzi. Give volunteer interest forms to Cathy. Chairs will get the list for any volunteers.
- Other - Thank you notes read from Mrs. Wimer, Mrs. Blackburn and Mrs. DeFabbo.
- Questions/Comments - None.

8. Adjournment - Audra Sedar and Lynda Brown