

**Minutes**  
**General Smallwood Middle School**  
**September 11, 2006**

The General Smallwood PTO was called to order at 7 p.m. by President Paula Wiegand in the school cafeteria. 31 people signed in.

After welcoming remarks and an introduction of officers, Mrs. Wiegand discussed efforts by the PTO to improve communication with parents, including the PTO website (GSMSPTO.org), official membership roles (dues \$5), and a new meeting schedule (PTO will meet the 2<sup>nd</sup> Monday of each month at a meeting independent of other school events).

Vice President, Elana Thom, reported that she would like to form committees to work on various PTO tasks. The following committees were formed:

**Membership Committee**

Cindy Fitzsimmons

Jean Smoot

**Fundraising Committee**

Kimberly Moses

Alexa Smith

**By-laws Committee**

Dena Bohannon

JoAnn Queen

Some suggestions for the membership committee included offering incentives to children whose parents join the PTO, sending membership forms home with students, and inviting teachers to join.

Fundraising ideas included selling various items, and a car wash or bake sale. It was suggested that we hold two fundraisers, one in the fall and one in the spring.

The by-laws committee will try to develop by-laws for our PTO, which currently has none.

Mrs. Wiegand reported that the PTO will begin collecting box tops for education. We discussed placing a box in the school to collect the box tops. Parents may also bring box tops to PTO meetings to avoid student embarrassment. Jean Smoot volunteered to help with box tops.

Mrs. Thom suggested that we post a PTO bulletin board at the school to help keep parents posted on PTO activities. Mrs. Wiegand will also keep the PTO website up to date.

Alison Bode, secretary/treasurer gave a treasurers report. The PTO started the year with \$282.75. At the 6<sup>th</sup> grade orientation we collected \$159.63 in membership dues and contributions, bringing our account balance to \$442.38. We collected \$5 in membership dues and a \$165 donation through internet registration, and incurred a \$5.23 Paypal transaction fee. Therefore, our balance prior to tonight's meeting was \$607.15. More dues are being collected at this meeting.

Mrs. Cynthia Baker, Principal gave welcoming remarks and introduced the teachers present. Mrs. Baker relayed information regarding some of the exciting things happening at General Smallwood. Mrs. Baker responded to questions from parents. She asked for parents to serve as DI coaches – Carleza Harris volunteered. She asked for parents to serve as a PR Committee, to increase our school's positive media exposure – Joanne Queen and Wendy Fuller volunteered. A volunteer sheet was also circulated for parents to sign up to help at the school in other capacities. Mrs. Baker stressed that parents are welcome at General Smallwood Middle School.

Those in attendance were encouraged to contact the PTO officers via email through the PTO website, and to sign up for membership and committees following the meeting. The next meeting will be Monday, October 9, 2006. The meeting was adjourned at 8 p.m.

Submitted by

Alison Hancock Bode  
Secretary/Treasurer