

**General Smallwood Middle School PTO**  
**Minutes**  
**January 8, 2007**

The General Smallwood Middle School PTO met Monday, January 8, 2007 at 6:30 in the school cafeteria with 8 people in attendance.

The meeting was called to order by Alison Bode, secretary/treasurer, who read the minutes from the December meeting. The minutes were approved as read.

There was no official treasurer's report, although Paula Wiegand, president, did report that the book fair cost less than we had expected.

Mrs. Baker, principal, thanked the PTO again for the book fair coupons. She informed us of the dates for 2<sup>nd</sup> quarter honor assemblies. Mrs. Baker informed us that the school will be conducting a fundraiser in the spring to raise money for teacher and student incentives. She needs volunteers to help with the fundraiser. Paula Wiegand and Alexa Smith volunteered to help. Mrs. Baker also reported that the school still needs volunteers to work with students individually to help prepare them for the MSA.

A parent reintroduced the idea of a PTO volunteer night. That project, however, would take a lot of coordination. Mrs. Baker suggested that parents partner with individual teachers to optimize volunteer time.

In the president's report, Paula Wiegand reported that the book fair went smoothly and was a great experience. The PTO received cards from Ms. Cardano/ Ms. Gaddy's class thanking us for the free books. We discussed the possibility of preparing a press release. Paula also reported that the fall fundraiser was all wrapped up by the end of November. The PTO gave all the teachers Christmas cards each with a coupon for a free burrito from California Tortilla. There was some confusion as to who would get the microwave for the teacher's lounge, but Paula will get it. Paula also reported that 2 new members joined PTO in the past month, at least 1 as a result of the membership forms sent home through the book fair.

Alexa Smith, vice president, reported that she has some information regarding future fundraisers, but we will discuss it at a later meeting. Alexa has also been filling teacher wish lists. She purchased Ticonderoga pencils and 4 packs of notebook paper for Mrs. Stout. Mr. Davis needs volunteers during the 2<sup>nd</sup> and 4<sup>th</sup> blocks to tutor 7<sup>th</sup> grade math. Mrs. Arevalo needs volunteers to help with the spelling bee. Alexa will contact her for more information. Teachers are often not specific with their requests. Ms. Nissen had requested a new board, and Alexa had looked into purchasing that item through the teacher wish list funds, but Mrs. Baker informed us that she had already ordered new boards for Mrs. Nissen's room. Mrs. Baker reminded us that the school has funds for materials of instruction.

Joanne Queen, by-laws committee, is making final adjustments to the by-laws and will present them at the February meeting.

Paula has a pop- up collection box from Campbell's. She will put it in the office so parents can deposit soup labels, box tops, water labels, etc.

Veronica Coates volunteered to send out email reminders in advance of our next meeting.

We discussed ideas for Teacher Appreciation Week which is in May. The PTO budgeted \$500 for this week. We decided to do a different thing each day of the week, for instance, continental breakfast in the teacher's lounge donated by parents; a drink and snack cart for teachers that goes around to all the classrooms; homemade desserts provided in the teacher's lounge at lunch time; and a catered luncheon. We will finalize plans at a future meeting.

We also discussed an 8<sup>th</sup> grade picnic and dance. The dance has already been scheduled. It is unclear what the PTO's role might be in these events.

Veronica Coates made a motion to adjourn the meeting at 7:45 p.m. The motion was seconded by Cindy Fitzsimmons. Our next meeting will be Monday, February 12, 2007 at 6:30 p.m.