

General Smallwood Middle School PTO
Minutes
February 12, 2007

The General Smallwood Middle School PTO met Monday, February 12, 2007 at 6:30 p.m. in the school cafeteria. 14 people were present; 11 members signed in.

Alison Bode, secretary/treasurer, called the meeting to order and read the minutes from the January meeting. The minutes were approved as read.

Paula Wiegand, president, reported that the PTO spent \$2,760.09 at the book fair and \$126.33 on teacher wish list items making our balance \$1079.54. A \$42 discrepancy is still being reconciled with the secretary to the principal, who keeps the school's financial records.

Reporting for the executive committee, Paula Wiegand reported that the latest school newsletter and the minutes of our previous meetings are available online at the PTO website. The Board of Education has requested that the PTO encourage parents to participate in a survey regarding board meeting times and participation. The survey is available at www.ccboe.com.

The executive committee is providing assistance with the school fundraiser. Volunteers are needed on March 7, to count money and orders, and on March 29, to distribute merchandise.

The collection box for soup labels, box tops, etc. is now in the school office.

Items purchased to fulfill teacher wish list requests include the microwave and new staplers for the teachers lounge, tissues, paper, pencils, colored pencils, and crayons.

For the Principal's report, Mrs. Baker, principal, discussed a listing of best schools published in the Washington Post and compiled by Jay Mathews. She wondered if our PTO would be interested in recommending our school. It was discovered, however, that the deadline for this year's information had already passed.

Mrs. Baker also announced that the 8th grade promotion program will be held on June 5, at Henry E. Lackey High School. All 8th grade students will receive a packet of relevant information. On February 27, 8th graders will be going to an orientation program at Lackey. Also, all Smallwood students will be expected to do summer reading this year.

The fundraising committee had no report.

JoAnne Queen, by-laws committee, presented the proposed and amended by-laws for consideration. A motion that the by-laws be accepted as presented carried unanimously (copy attached).

In old business, we discussed plans for Teacher Appreciation Week May 7 – 11. We will provide one activity each day of the week as follows:

Monday – Desserts coordinated by Dawn Kessler
Tuesday – Massages coordinated by Dawn Kessler
Wednesday – Catered lunch coordinated by JoAnne Queen (\$500 budgeted)
Thursday – Continental breakfast coordinated by Alison Bode
Friday – Courtesy Cart coordinated by Cindy Fitzsimmons

Cindy Fitzsimmons will draft a letter requesting donations for teacher appreciation week.

In new business, Paula Wiegand read a letter from the General Smallwood FEA requesting funds for students to visit the zoo while attending an FEA convention. Ms. Lorraine Smith, FEA advisor explained the event and the request. JoAnne Queen made a motion that we donate \$44 to the FEA; Veronica Coates seconded the motion and it carried unanimously.

Suggestions for next meeting included finalizing Teacher Appreciation Week plans as there will be no April meeting, and discussing plans for an 8th grade celebration.

Veronica Coates made a motion to adjourn, and the meeting was adjourned at 7:35 p.m.

The next meeting will be Monday, March 12, 2007.

Respectfully submitted

Alison L. Hancock Bode