

E.H. PTO AGENDA

AUGUST 14, 2012

6:30 pm - Call to Order – Rose Hornung

- Sign in Sheet
- 50/50 Raffle - to help off-set childcare expense
- Introduction of PTO officers
- Welcome new parents

6:45 pm - General School Announcements – Mrs. Tapp

- Teacher Introductions
- Free dress passes given to parents for attending PTO meeting
- Discussions:
 - Parent Handbook
 - Uniforms
 - Home Surveys
 - Tardiness
 - Lunch
 - Car Loop (ID in Car Windows)
 - Height/Weight & Vision/Hearing Screenings

7:15 pm – General PTO Announcement – Rose Hornung

- Reasons To Get Involved with PTO
- PTO meetings are the second Tuesday-Every month. Except December. Minutes are available in the office
- Fund Raisers
 - Box Tops, Campbell Soup Labels, Pennies for PTO, Art to Remember, Target & Office Depot, T-Shirts, Yearbooks, Cook Offs, BINGO
 - Assignment of responsibility
- Events
 - September 14 – *7th Annual Chili Cook-off and Dessert Contest*
 - 6:00-8:00 pm @ West Melbourne Club House across for Calvary Chapel on Minton
 - \$5 Ticket sold at door (\$3.00 for children)
 - *Volunteers needed for planning committee, setup and cleanup.*
 - *Sign-up sheet presented at meeting and in office.*
 - Time Line Program (Oct),
 - Ice Cream Social (Apr),
 - Campus Clean Up
 - Spring Fling (Mar)
 - Teacher Appreciation Week (May)
- School Clubs - we still need leaders and assistants
 - Club leaders *MUST* register in the VIP computer system and be fingerprinted at the Office of District and School Security, Educational Services Facility in Viera. Fingerprinting is done Monday – Thursday from 8:30 to 4:30. Payment should be a check or money order for \$52.25 made payable to Brevard County School

Supervised childcare for children (4 years older and up) while at the PTO Meeting Board. ID Required. Fingerprinting is *NOT* required for club assistants but you must register personal information in the VIP computer system.

- Current Clubs: Stack & Nature
- Suggested Clubs: Lego, Spanish, Yoga, Chess, Drama, Art, Aviation, Choir
- Last Year's Accomplishments
 - Concrete Patio for Lunch Area ~\$1,700
 - Disney Raffle brought in ~\$5,000
 - Spring Fling @ FUNTOWN ~\$1,400
- Treasurer's Report
 - Jul 2012 balance - \$12,163.74
 - Classroom Budgets
 - Expenses: AIM Liability Insurance, Hall Rentals, PTO Child Care, Teacher Appreciation Week
 - Needs for the school
- PTO Officers Election - Requesting nominations
 - Officer's Descriptions:
 - **President** – this position requires a strong commitment to the school and the families of the school. Public speaking skills, leadership, and organizational abilities are a must. The President ensures that the PTO group functions as a cohesive team with the students' best interest as the primary focus of all decisions. The President helps establish sub-committees to organize events and activities. The President oversees all PTO sponsored events and activities. The President is the liaison between the parents and the school staff.
 - **Vice President** – this position requires strong commitment, leadership and the willingness to assist the President. The Vice President must be available to step in if the president is unavailable. The Vice President will also assist the Volunteer Coordinator as needed. Additionally, the Vice President is the liaison between the E.H. PTO and the local community.
 - **Treasurer** – this position requires strong commitment to the PTO group and reasonable financial skills. The Treasurer will manage PTO finance matters which include reviewing the monthly bank statement, balancing the PTO checkbook, writing checks as needed, and producing and delivering the monthly Treasurer's Report. The Treasurer must be available to help organize and oversee all fund-raisers.
 - **Secretary** – this position requires strong commitment to the PTO group, access to Word Processing software, email access, writing and typing skills. The Secretary will manage all PTO written records and electronic files. The Secretary will record and report meeting minutes. The Secretary will oversee the annual renewal of PTO Group liability insurance.

Nominations - Please consider if you would like to serve in an officer role for this school year. Please submit officer nominations to PTO@EducationalHorizons.net and will vote on the nominations at our next meeting, scheduled for **September 11, 2012.**

8:00 pm – Parents dismissal

Next PTO Meeting – September 11, 2012