

CANDIA PARENT TEACHER ORGANIZATION
General Membership Meeting Minutes
November 8, 2012

OPENING: The meeting was called to order at 7:05 pm by Sharon Dewitt.

ATTENDEES:

An attendance list is available. Eight people were in attendance.

DISCUSSION TOPICS

- **Genevieve Fundraiser** – Pickup will be next Thursday/Friday. Joyce could use some volunteers next Thursday afternoon to help sort the items and get them ready for pickup. Joyce will publicize the pickup times through the school. We made approximately \$5,200 with this fundraiser.
- **Box Tops Update** – Moore School was drawn 7 times with the Market Basket Box Top sweepstakes. We won \$3,500!!
- **Book Fair** – The final number was just under \$5,000 in sales and the library gets about a ¼ of the proceeds. The timing was impacted by the hurricane and it not being held the week of voting.
- **Website/Cloud** – PTO has created an account in the “cloud” to store information relevant to the Board and chairs of different committees. This will alleviate the need to pass “binders” of information around and easy storage.
- **Gift Card Fundraiser** – There is an order form going out in tomorrow’s Friday folder to jump start the gift card program for Christmas time. The PTO gets a percentage of the proceeds and will split 50% of the proceeds with the family ordering the cards to help pay for school trips (e.g., science camp, DC trip).
- **Teacher Reimbursement** – Joyce has been paying the teacher reimbursements that have been received. She believes most of them have been received.
- **Holiday Shop** –The holiday shop will be December 4th and 5th. Set up will be December 3rd. We will need volunteers for set up and staffing the “shop.”
- **Student Directory Update** – Catherine is done with it. Copying will be next week and will need a few helpers to collate and bind.
- **Teacher Appreciation/Spirit Day** – It will be scheduled May 20-24th. The PTO does one day and several organizations in town will take a day to. Spirit Day will be June 7th; Sharon will check on the rain date.
- **After School Craft** – Laura wants to change how craft day is organized. She is going to hold a craft session on December 11-13. Each session will be limited to 22 students per day with K-2 for the first two days and 3-4th grades for the final day. This will help organize the crafts and allow the kids to do a craft that is better suited to them.

- **SAU security check** – Kathy asked about the fingerprinting/background check process for school volunteers. The group discussed the issue and Sharon will check with Principal St. Cyr again about the process.
- **Holiday story hour** – It is scheduled for December 7th at 6:30pm. Volunteers will be needed to read stories to the students and bake goodies/treats.

REGULAR BUSINESS

Secretary's Report: The minutes from the October 2012 meeting were approved as written.

Treasurer's Report: The Treasurer's report was approved as presented. The members present reviewed the budget and discussed several line items.

ADJOURNMENT – Meeting was adjourned at 8:05 pm.

Minutes submitted by: Kathy Allen