Roosevelt School PTO

July 1, 2015

1. Call to order 6:05 p.m.
	1. Approval of old minutes

Minutes from the May 6, 2015 meeting approved (Naomi Gewirtz and Nicole Urban)

1. Introduction of PTO Board Members -
	1. Co-presidents Randi Martin and Joan Kristan
	2. Secretaries Joanie Barton and Chantelle Walker
	3. Treasurer Kathy Intorre
2. Principal’s report - Given that today is Mr. Henzel’s first day, we will extend an invitation to him for the August meeting
3. Co-President’s report
	1. Carnival day – it was a successful day – good feedback from attendees. Volunteer involvement was a bit challenging but turned out ok
	2. Nicole offered 4th of July parade update. Kids will be marching to represent the school. Art club made banners and we will have flags for kids to wave in the parade
	3. Open Committee Chair Positions – Randi and Joan have been reaching out to committee chairs. There are still a few open committee chair positions
		1. Webmaster – Elaine Icovone volunteered to assume this role
		2. 200 Nights of Reading. Individual is responsible for tracking and collecting kids’ reading program information.
4. Treasurer’s report
	1. Kathy Intorre and Andrea Dornheim are working to close the books on this year and establish the budget for next year
5. Committee reports – none at this time
6. Old Business
	1. No old business to discuss at this time
7. New Business
	1. Additional PTO Board Positions for 2015-16 and 2016-17
		1. Purpose – the current board would like to expand in number to ensure our presence in the school given the fact that all current board members work full time positions. Comparable towns have 7 members on their PTO boards.
		2. Process – requires an amendment to the By-laws. The amendment as follows:
			1. Officers and terms of office: The officers of this organization shall be two co-presidents, vice president, a recording secretary, a corresponding secretary, a community outreach liaison and a treasurer. The decision to have a five person or seven person Executive Board should be made at the discretion of the Executive Board and can be dependent upon volunteer availability.
		3. Brief description of new board positions
			1. Vice President: this person would assist in attending to the duties of the co-presidents as decided by the co-presidents. In addition, this role would coordinate enrichment activities for the school and liaison with the Cherry Hill Enrichment Coordinator.
			2. Community Outreach Liaison: this person would assist with any communications that need to occur between the PTO and the town, other community based organizations, Cherry Hill PTO. They would be responsible for a PTO Facebook page. Assist the webmaster in keeping the PTO website as an informational tool to assist parents with organizing fundraising and school event information. In addition in communicating with community organizations will gather and post dates for community events including but not limited to: girl scout/cub scout sign up, registration dates for sports signs ups, Fun Run and other town wide events.
	2. Ideas for fundraising. The board is looking for potential new ideas with the goal of spreading the fundraising opportunities evenly throughout the year. Positive feedback on the art fundraising and tricky tray
	3. Sign-up electronically for the Directory, Class Parent – Randi has been exploring options for digitizing the class directory and the various manual forms distributed throughout the year – ie., class parent sign ups. Converting these to google docs with a link and submission tool would automatically populate a spreadsheet making the data easier to use.
	4. 5 day set lunch program – feedback appreciated. In the process of exploring online payment, ordering and usage for the lunch program. We have discussed the possibility of having a set, 5-day schedule each week with 5 different vendors.
8. Upcoming events/important dates
	1. School opens for students on September 3rd
	2. Pick up of School Supply Kits in August the 10th-14th
9. Adjournment – meeting adjourned at 6:42. (Megan Kreutzer and Eloise Tietjen)

The next PTO meeting will be August 5th from 6-7 p.m. in the River Edge Library Meeting Room.