

**Evergreen Elementary School PTO
General Membership Meeting
September 26, 2016
EES Cafeteria**

Welcome and Introductions: The meeting was called to order at 6:31 p.m. Ms. Paula Ross, PTO President, welcomed all in attendance to the first PTO General Membership Meeting of the 2016-17 school year. The PowerPoint Presentation was begun (**Attachment 1**) and Ms. Ross introduced the other members of the executive board:

VP Fundraising: Jessica McGlinsey
VP Membership: Andra Perdomo
VP Volunteers: Natasha Brown
Secretary: Kathryn Brown
Treasurer: Jennifer Maulden
Member at Large: Tammy Biegner

Committee Chairs: Ms. Ross read aloud the list of committee chair nominees, and Ms. McGlinsey made a motion to officially vote them in. Ms. Kathryn Brown seconded the motion. The Shamrock Hop Chair position is still vacant. This event is scheduled to be held along with the Silent Auction on March 17, 2017.

Principal's News: Ms. Jamie Jameson, EES Principal, welcomed all in attendance to the first PTO General Membership Meeting of the 2016-17 school year, and thanked the PTO for their hard work and generosity.

Ms. Jameson encouraged parents to complete the survey that was emailed to parents on September 20th. The online survey can also be found on the Evergreen website. So far, 93 responses have been received. The short, 6-question survey is designed to provide parents a quick way to inform the administration of what parents like about the school and what improvements could be made. It also asks for the level of interest there is in learning more about academic resources, grading practices, service projects, and Advisory Team participation. The responses will be analyzed and discussed further at the School Improvement Meeting scheduled on October 6th from 6-7 p.m.

Volunteers are encouraged to step forward to help fill in the vacancies at Evergreen. The school is in need of volunteers for the Robotics Club and the school musical, which needs a staff volunteer.

President's Report: Ms. Ross reviewed the purposes of the PTO, which is not only to enhance the overall education and social experiences of the children attending the school, but also to provide a safe place to participate in additional activities outside of the normal school day. Members can be parents, grandparents, guardians or members of the school staff. Although the PTO organizes fundraising events and initiatives, it also coordinates free family activities such as: Back to Pool, Family Game Show Night, Turkey Trot, Holiday Fun Night, Science Night, Shamrock Hop, and Family Fitness Night. Some events will have food or other items for sale during the event. That information will be provided on the event flyers in order for parents to know what to expect before attending an event.

PTO Membership: Ms. Andra Perdomo encouraged all meeting attendees, teachers included, to fill out a PTO membership form if they have not already done so. A link to the form can be

found on the website: www.evergreenpto.org or there are forms in the front office. Completed forms can be returned to the office or sent in with the students. Membership forms must be completed each school year in order to retain membership. Membership is FREE! Being a part of the PTO helps families stay more connected with what is happening at the school. The PTO has a closed group on Facebook, which requires approval. The PTO works with the front office to ensure that those who request to join the Facebook group are not only parents of students at Evergreen, but also current members of the PTO who have filled out the membership form for the 2016-17 school year.

PTO Volunteers and Upcoming Events: Ms. Natasha Brown coordinates volunteers for the PTO events. Volunteers must also be registered volunteers with the SMCPs. The application and registration process is now offered online: <https://bib.com/securevolunteer/st-marys-county-public-schools/> If members completed the volunteer questionnaire, committee chairpersons will contact members prior to the events of interest.

Family Game Show Night: Volunteers are still needed for Family Game Show Night that will be held from 6-8 p.m. this Friday, September 30th, in the Evergreen gym/cafeteria. The link to sign up can be found on the Facebook page or you can contact Ms. Natasha Brown at vpvolunteers@evergreenpto.org During this event, the PTO asks that families bring in school supplies for the school supply drive. Items in need are: composition books, folders, glitter pens, scented markers, fun stationery, pencils, tissues, glue sticks, yarn and Sharpies. Prior to the evening event, an educational assembly featuring the Game Show will be held in the morning for the lower grades and in the afternoon for the higher grades.

Chick-Fil-A Spirit Night: The first spirit night will be at Chick-Fil-A on Monday, October 3rd from 5-7 p.m. PTO volunteers are needed for this event to help greet, hostess and clean tables. **Please keep receipts and write your student's name and classroom teacher on them. The top 2 classes will receive prizes.**

Spirit Week/Red Ribbon Week: Spirit Week is scheduled for October 24-28. A flyer with details will be sent home in October.

For a full list of PTO events, please see slides 9 & 11 in Attachment 1.

Staying Connected: The best way to stay connected to school news is to become a member of the PTO.

Newsletter: The PTO distributes a monthly newsletter; the first one was sent home with students in paper form, but the electronic copies can also be found on the website www.evergreenpto.org

Website: www.evergreenpto.org

Teacher Wish Lists will be updated on the website by the end of October.

Facebook: Join the Facebook group for regular updates that pertain to the school and PTO.

Reminder: This text message service will send you a text to inform you immediately about late buses, school activity cancellations, and more. **To sign up, text @0fdfd to 81010. To leave the group text @leave to 81010**

Spirit Wear and Gear: Ms. Caitlin Szymendera discussed our current inventory of spirit wear. Spirit wear sales are not a fundraiser. They are sold to encourage school spirit amongst the students, their families and the staff at Evergreen. School colors are teal and yellow, so if students would like to show their spirit by wearing those colors, it is encouraged. The new teal shirts have been a big seller this year. Order forms were due September 23rd, but sales will be

held during PTO events to give more opportunities for people to purchase gear. Every Friday at school is considered a Spirit Friday, and wearing spirit gear or school colors is encouraged. Sometimes teachers ask students to wear their spirit shirts on field trips or during special events held at school. New items this year include spirit sticks, which attach to key chains, and spirit sleeves, which are striped, teal and yellow arm sleeves. Questions can be sent to spiritwear@evergreenpto.org

Fundraising:

Spirit Nights: With 28 votes, Chipotle was voted as the Member's Choice for the January Spirit Night. Chipotle gives back 50% of their evening sales when customers mention Evergreen Elementary. They do not require that customers bring a paper flyer.

Giant Card: You can register your Giant card at <http://giantfood.com/aplus/register-card/> the school code is 09316. Cards need to be registered annually.

BJs Membership: Submit your membership form (new members and renewals) through the school, and the Evergreen PTO will receive \$5 per form. More information will be available in December.

Red Robin: Register your Red Robin Loyalty Card at <http://www.redrobin.com/betterschools>

Box Tops: The Fall Box Tops/Labels Drive is coming to an end September 30th. Each box top is worth \$0.10. Box tops and labels should be placed in plastic baggies or paper envelopes with the teacher's name on them. Labels that are expired or with missing expiration dates will be discarded. The committee needs counting volunteers. If you are interested, please contact boxtopslabels@evergreenpto.org

Box Tops Bonus App: You can also download the box tops bonus app to earn Evergreen even more money. After downloading, the easiest way to register for Evergreen is to search by zip code, 20619. You can scan and upload receipts from stores where items were purchased that have box tops on them. This does not take away from the box tops that are physically clipped from the items and turned in. This is additional money that will be earned for the school, but it is not separated by class. By buying items with box tops labels, double the money can be earned for the school by clipping the labels and turning them in AND by scanning receipts through the app.

Other: A member asked if there was a way to donate to her student's classroom without going to a spirit night, etc. Questions about fundraising can be sent to vpfundraising@evergreenpto.org

Lost and Found: Lost and found items are collected and brought to the stairwell located outside the gym and cafeteria. Ms. Kathryn Brown encouraged meeting attendees to label their children's coats and other belongings in order for the students to have their lost items returned in a timely manner. Periodically, Ms. Brown will take pictures of lost items and post them to the PTO Facebook page in order for parents to identify their students belongings. The first collection will be November 15th. Items not picked up will be donated.

Proposed 2016-17 Gift Ideas: See Slide 17 in Attachment 1. Other ideas mentioned were bike racks, an outside water fountain, and repairing drainage issues on playground; all of which would require the involvement of SMCPs building services. In regards to the playground equipment, Ms. Jameson has a meeting on Friday about upgrading our current playground area. The RISO contract provides a monthly service for our machine, which is frequently used to make copies. The PTO proposes giving \$500 towards the purchase of recess supplies, which were previously purchased with funding from the Labels for Education program, which was terminated.

Budget: All members voted in favor of the proposed budget. A motion was made by Ms. Angel Pitcher to approve the proposed budget. The motion was seconded by Ms. Karin Stewart. The budget for 2016-17 has been approved.

Adjournment: A motion was made by Ms. Ross to adjourn the meeting, seconded by Ms. Perdomo. The meeting adjourned at 7:30 p.m. The next General Membership PTO Meeting will be held Monday, January 23, 2017.