**MINUTES**

**Fort Settlement PTO Board Meeting**

**May 28, 2015**

**Call to Order**: Kathy Knight called the meeting to order at 9:01am.

Present: Kathy Knight, Laura Campbell, Donna Navia, Barbara Budny, Caroline Bohovich, Donna Camp, Michelle Phillips, Zeming Liu, Diana Nassar, Carol Scott, Renee Mock, Jennifer Perry, Rhonda Day, Larrissa Sharma, Rinku Ray, Kathy Li, Sadaf Patel, Luz Uranga, Kitee Valenz, Sally Roden, Atousa Safa, Ginny Willis, Pert Mosley, Shelena Lalji, Robbin Mallett, Olga Gisser, Teresa Austgen, Melissa Shaw and Winnie Chan

Apologies: Carol Orsak, Melanie Anbarci, Sonia Gulhati, Lillian Li, Amanda Ward, Ellie Damiano

**Approval of Minutes**: Motion made by Renee Mock to approve March Minutes. Motion seconded by Teresa Austgen.

**Officer’s Reports:**

**President- Kathy Knight**

* Checking dates for next year Board meetings. May change day of week from Thursday to Tuesday or Wednesday so meeting does not conflict with administrative meetings. Will also check with facilities to see of meeting room available.

**Vice President- Laura Campbell – No Report**

**Treasurer- Donna Navia**

* Please submit check requests ASAP. End of fiscal year is June 30. Will need to close out before then.
* Audit needs to be done of PTO. Need 3 volunteers unless CPA, then only 1 person. Audit entails going thru financials and looking at random samples. Should take no more than two hours and then write up report.
* Volunteers: Larrissa Sharma, Winnie Chan and Kathy Li

**Recording Secretary- Barbara Budny – No Report**

**Corresponding Secretary- Caroline Bohovich – No Report**

**Parliamentarian- Donna Camp – No Report**

**Committee Reports:**

**Beautification- Carol Orsak, Michelle Phillips**

* Fantastic Falcon Project- we have one design but would like to continue seeking 2 other designs/bids to present new administrator. Plans to present at first PTO meeting for approval.
* Summer cleanup of main outdoor entry pavement planned due to rain in addition to regular trim/mulch prior to orientation.

**Career Day- Zeming Liu – No Report**

**Cultural Co-Existence- Melanie Anbarci, Sonia Gulhati – No Report**

**Directory- Dianna Nassar, Lillian Li**

* Looking to take Directory online. Will be working on it this summer.

**Gifts- Carol Scott – No Report**

**Hospitality- Renee Mock, Jennifer Perry, Amanda Ward**

* Report made by current Hospitality Chair Renee Mock: One final event scheduled June 4 is a barbeque lunch catered by Demeris

**Membership/Fundraising- Rhonda Day – No Report**

**Newsletter- Larrissa Sharma – No Report**

**Publicity- Rinku Ray – No Report**

**School Board Representative- Kathy Li – No Report**

**Spirit- Ellie Damiano, Sadaf Patel**

* Amazing results from spirit wear contest. Winners will get free tshirt/hoody with their design. Will wear them to orientation.

**VIPS- Luz Uranga, Sally Roden**

* Report given by current VIPS Chair Luz Uranga: We donated some cookies and granola bars to two schools who do not have a strong PTO for Teacher Appreciation Week. The goodies were donated from Hospitality’s leftovers to really happy teachers at Ridgemont Elementary and Ridgegate Elementary.
* We also participated with the Shared Dreams program donating gift cards and volunteers for the Hot Dog lunch they organized with Clements High School for the MR Woods teachers during Teacher Appreciation Week. Thank you for all for your time and donations, they were really appreciated.
* Our volunteer of the month is Teresa Austgen.

**Shared Dreams- Atousa Safa – No Report**

**Box Tops- Kitee Valenz – No Report**

**Eighth Grade Party- (position open)**

**Principal’s Report – No Report**

**Old Business/New Business**

Carol Scott (Past President)

* FSMS new principal is Michael Hejducek. Carol spoke to him briefly. He is looking forward to working with PTO.
* Two Ad Hoc Committees expired
* 8th grade party – research was done on all 8th grade parties in Middle Schools. Line item was added to budget. Fundraising can be done for extra funds.
* Safety Committee – water bottles with FSMS logo were purchased for Wig Out for Water event.
* We participated in Ride to Work/School Day again. This year we had Colony Meadows Elementary join us. They had a group of riders and walkers to school. Each student who participated got a lunch buddy pass.

**Meeting adjourned at 9:38am. Next meeting scheduled for August. Date to be determined.**

Respectfully submitted by Ginny Willis