**Forest Road School PTO Minutes**

**September 22, 2015**

(These minutes are not final until approved at the October meeting)

Meeting called to order at 7:03 PM. 12 people were in attendance; 6 board members (Val Depa, Megan Utne, Emily Hurley, Sabrina Garcia, Lori Sieben, and Suzy DiZillo) Kathy Boxell and 5 parents.

**Previous Meeting Minutes**

* May Meeting Minutes – The meeting minutes were distributed. Motioned to approve, seconded and unanimously approved.

**Treasurer’s Report**

* Budget- The budget for the school year 2015-2016 was reviewed, approved, seconded, and unanimously approved.
* Cash Flow Report- The cash flow report from April 22nd through July 31st, 2015 as well as August 1st through September 15th, 2015 were distributed and read. The Cash Flow Reports were motioned to approved, seconded, and unanimously approved.

**Principal’s Report**

* Curriculum Night for school year 2016-2017 will be 2 nights rather than 3. Three grades per night scheduled at 6:00, 6:40, and 7:20. Grade levels will take turns going last.
* School Supplies- There was several errors with the delivery of the school supplies. Emily will be in contact with the committee head to make sure all is resolved for next year.

**President’s Report**

* Roundtable Recap- The district fun run date was set for spring. Also discussed was fundraising. Congress Park would like us to help promote their Family Yoga and dance cardio classes since they lost their Market Day fundraiser.

Other business

* Option of having a fundraiser at Big Gym as well as flying high nights.
* District website will be getting revamped
* Back to school night to be run by PTO for next year

**Committee Reports**

* Bike Rodeo- A great success with 50 third grades participates, 4 police officers, and several volunteers. Signage and detailed planning book saved for next year.
* Picture Day- Confusion with sign up genius as well as volunteers emailing directly, but had plenty of volunteers. 3 photographers this year kept everyone running on time. Retakes are Oct. 2.
* Trivia Night-A new event set for Oct. 2. Room can hold 16 tables and 10 already filled. E news blast will be sent as a reminder and to inform it is BYOB.
* Innisbrook- Fundraiser still running but sales were already up from 2014.
* Fannie May- Sale to start Sept. 25th and will be delivered before Thanksgiving.
* Toy Sale- Electronic flyers have gone out and hard copies will be coming soon. Volunteer request will also be out soon.
* Art Enrichment- There is a sign up genius for every class. A meeting will be held with volunteers in early October.
* Directory- Currently being proofread and will be out soon.
* Restaurant Benefits- The first benefit at Noodles and Company did well. Awaiting the check.
* Box Tops- The first pick up will be November 1st for a December check. Will be in the E news as a reminder.
* Garden Club- 9 volunteers this year. Each volunteer will have a specific bed they are to keep weed and liter free.
* Original Artworks- Art classes are working on their drawings. Will go out in early October.
* Running Club- 147 kids signed up for the fall season.

**District Representative Reports**

* CPCFRO- 23 girls signed up for Basketball and 18 boys for volleyball. First year for online registration. All coaches went through background checks.
* Science Center- November 14th is their fall program and is Inside Out themed. We also have a new rep, Thomisina Hamilton.
* PAC- First meeting will be October 19th.
* PIMA- First meeting on September 24th. We are awaiting a new rep for our school.

**Other Business**

* Website- The new website for the PTO is under way and getting proofed. Looking at new ways to advertise on it. Other information such as fundraiser descriptions and budget breakdown will also be on it.
* Communication- Working on list of procedures for E news requests as well as how to prioritize events. Email addresses are being reviewed to make sure everyone is getting it weekly.
* After School Program- Yoga class is filled with 20 kids, Lego’s has 8, and chess has 11.

**Meeting was adjourned at 8:45 PM**

 **Submitted by Lori Sieben, PTO Secretary**