

CHMS PTO Officers in attendance:

T-Kay Dillaha – President, Lyndsey Pardue – Vice President, Christine Hayes – Co-treasurer, Lydia Hall - Secretary

PTO members in attendance:

N/A – Officers Only Meeting

Approval of Minutes: Last month's meeting minutes were unanimously approved.

PTO Officer Announcement: Mina Bradford is transferring her responsibilities as PTO Co-Treasurer fully to Christin Hayes and is stepping down from PTO. Thank you for your service and for your support of CHMS! You will be missed!

PTO Bank Account/Funds: Balance of Acct -Not Discussed

- Mina to come off account when Christin and/or Lydia add names. Christin to go to bank on or around 2/14/20 to add herself to PTO bank account. Mina already called ahead to notify bank of changes.
- Lyndsey Pardue order an AED for the school – Completion TBA
- Lyndsey Pardue purchased a safe for the PTO checkbook and credit card. It arrived last week!

ITEMS:

- **March PTO Meeting Social Event**
 - PTO voted to not have a chili cook-off.
 - We will have a dessert potluck at our March meeting on Thursday, March 12th
 - Christin and Lydia will send out an invite via Sign Up Genius for members to select items to bring
 - Santa Picture Proofs will be available for viewing and ordering at the meeting
- **Upcoming Events to Plan**
 - **April: Annual Easter Egg Hunt**
 - Saturday April 4th
 - Location TBD at March PTO
 - PTO to provide eggs/treats
 - Parents can bring eggs (with treats ready) to school prior to 4/4/20
 - Donation baskets will be available in each classroom
 - **May: Teacher Appreciation Week**
 - Dates -TBD – Lydia to find out exact week
 - Sign Up Genius will be created for meals, treats
 - Teachers will create Amazon Registry for class wish-lists
- **Other**
 - **Yardwork:**
 - Lyndsey to get quote on yard cleanup 2 times per year and mulch 1 time per year. Officers to bring quote to March meeting and ask PTO to vote. Per Lydia, mulch is approx. \$1-2k and is typically split between PTO and School
 - **Staff Info**
 - Lyndsey to send forms and Lydia to disperse. CHMS to add to on-boarding process for new staff. Lyndsey to take pics and frame bio with pic. Lydia to also send out new hires bio and pic immediately upon starting at CHMS. Website is updated with each Chatter. IT to add new employees to website using info in 'Chatter.' Lyndsey to send top pics of bio templates to Lydia for choosing.
 - **Menu** is available and up to date on website
 - Lydia and Christin to establish **PTO email** in order to set up **PTO sign-up genius** for future events
 - **Santa Pics** – digital copy to be emailed to parents who pre-paid (Approx. 3). Tkay can show proofs at March PTO meeting and will email digital copy to parents for \$5.
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School Information:

- **Birthday Books**, a CHMS tradition! Please donate a book to CHMS in honor of your child on his or her birthday. Please be sure to record your child's name and the date in the book so that we can remember him or her for many years to come!
- 3rd Week in **April** in **Book Fair** – Week of the 13th
 - Parents requested a **calendar** of upcoming events – **This is available on our website: chmlr.org**
- **Online Reviews:** CHMS needs more positive online reviews from our CHMS families. Look for an email which will list links to multiple review sites – we appreciate your positive reviews!
- **Box Tops:** PLEASE TURN IN YOUR BOX TOPS. Also, the program is going digital. Flyers with instructions went home in September. If you need instructions – please go to our website and click on the link to access instructions on downloading the app <http://chmlr.org/box-tops-out-with-old-in-with-the-new/>
- **Kroger Rewards** – Please consider linking your Kroger card to help support our PTO. Also invite your Family and Friends to link their accounts to CHMS! 5% of all your purchases come back to our PTO and you still get your rewards. Please Register. Even if you did last year, it must be done each school year.
https://www.kroger.com/account/create/?ds_rl=1259469&cid=ps_adw_ogs.brand_t:%2Bkroger+%2Brewards&gclid=EAIaIQobChMIvJimxYas3gIViksNCh2ofQP2EAAAYASAAEgLUyPD_BwE&gclidsrc=aw.ds
- **Communicate:** Please note, ALL parent requests, questions, and/or concerns should be communicated directly to the office by phone call or in writing. Teachers are not available for impromptu conferences with parents at drop-off or pick-up times. If you wish to talk to a member of staff, please send a note or call the office and leave a message or schedule an appointment.
- **Donations for Lessons** – Please donate household items that can be used for Montessori lessons: face cream pots, corks, Play-Doh, things that can be used for sensory boards, leaves, and "tree cookies" which are narrow log segments.
- **Building Improvements** – We continue making many repairs and improvements to the school. We are continuing updating the HVAC system and are looking forward to having central heat and air throughout the building this summer!
- **Other Fundraisers:** CHMS will be hosting small fundraisers throughout the year such as Dinner-To-Go and Parents' Night Out. Please watch for flyers, volunteer to help, and participate to support our school!
- **Connect on Facebook:** We have a school page and CHMS PTO page. **If you would like to be added to your child's private class page, please let a staff member know and Caroline will do so.**
- **ALL SCHOOL FORMS AND POLICIES ARE AVAILABLE ONLINE** <http://chmlr.org/>