

C. S. Lewis Academy  
Parent Teacher Organization Board Meeting Minutes  
Wednesday, September 10, 2008, 6:30 PM

In Attendance: Diane Samudio, Marilyn Roberts, Noele Corrigan, Becky Hill, Heather Davis

- I. Diane called the meeting to order
- II. Uniform Exchange
  - A. We will have in conjunction with the book fairs
  - B. Will have collection box located in the school for people do donate.
  - C. Will sell shirts & shorts for \$1, pants, skirts, & jumpers for \$2.
- III. Box Tops
  - A. Becky Hill will head this project. Will keep track weekly on a poster
- IV. Fund Raisers
  - A. We made \$15.75 at Back to School Night. Owlz games we made \$62
- V. Carpool
  - A. Noele sent out survey in Thursday folders. Was able to pair up a few families from back to school night, but several were not.
- VI. After School Club Coordinator - Melanie Kunz
  - A. There are six clubs to choose from: Drama, Art, Tutoring, Chess, Marionette, Dance (Folk)
  - B. Information will start coming home in the Thursday folders.
  - C. Will there be a charge? It depends on the club.
- VII. Parent Volunteers
  - A. We did not have a plethora of parents sign up to help with some of our big activities throughout the year.
  - B. Diane will send note home letting parents know we need more help in certain areas.
  - C. Heather pointed out that last year she had signed up for things but was never called.
  - D. We will make it a goal to involve those who sign up.
  - E. Heather will contact teachers regarding who has signed up as "Room Parents."
- VIII. Our responsibilities as a PTO Board
  - A. We want to be involved but not have to be in charge of everything. We will delegate and simplify where necessary so as not to burn out any one person or group of people.
- IX. Lunch Duty
  - A. Diane Hill has been taking charge of this. She phoned Diane S. and let her know that it is the PTO's responsibility.
  - C. Marilyn explained the program from last year where Room Parents have certain weeks in which parents from their class will be asked to come during lunch duty.
  - D. Heather will speak to Diane and get everything up to date.
- X. PTO Bylaws
  - A. Diane will have rough draft by next meeting.
- XI. Additional Parent Volunteer Coordinator
  - A. Heather expressed that she does not feel overwhelmed at this time.
  - B. Noele pointed out that it would be good to find another PVC now because the two could divide up the various duties.
  - C. Diane will include that we need another PVC in her note home to parents.
- XII. Freedom Gallery
  - A. Noele will forward email to PTO Board members.
- XIII. Literacy Festival
  - A. It was pointed out that we held the Literacy Festival in February last year as it is National Literacy Month.
  - B. Heather will talk with Debbie about date change.
- XIV. Santaquin Halloween Carnival
  - A. We will participate. Marilyn will attend upcoming meeting.
- XV. Discussed why we need both the Literacy Festival and the end of year 5K/Carnival.
  - A. They have two different purposes and include different themes, games, activities, etc.
- XVI. Meeting Adjourned