**Minutes of the**

**River Trail Middle School Parent Teacher Organization**

**Executive Board Meeting**

**held at River Trail Middle School**

**on November 14, 2018 at 9:00 a.m.**

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|  | **Present** | | **Absent** |
| Attendance: | Heather Aksamit  Christy Skinner  Seani Serfontein  Helen Eng  Kristen Feldstein  Meghann Gavin  Dee Sisson  Kim Ware  Dave Feldstein |  | Neil Pinnock  Anubha Singh |
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| **Feedback/Ongoing Business** |
| **& Report Highlights** |

Call to order at 9:00 a.m.

**Treasurer’s Report – Heather Aksamit**

* See attached YTD Profit and Loss statement.

**Co-President’s Report – Seani Serfontein & Christy Skinner**

* A proposal was made to form a new committee called SPARKS. See attached proposal.
* PTO would like to propose inviting John Trautwein to speak at assemblies for 6th, 7th and 8th graders this school year, as well as at the beginning of curriculum evening for parents in the 2019/20 school year. The aim is to spread awareness about the stress that students are under, some strategies to help manage this, and the warning signs of potential concerning behaviors.
* It was noted that all reading teachers were given copies of the *Will to Live* book for their classrooms.
* An announcement was made that the PTO bylaws are now official.
* An announcement was made that the 2019-2020 budget has been approved.
* There will be a book drive school wide. Any books donated can be put in the collection box outside of the PTO room.
* The Vice-President of School Support, Dee Sisson, has resigned. Any nominations for this position should be brought to the attention of the Co-Presidents.

**Vice-President of Ways and Means – Meghann Gavin**

* **School Store:** A proposal has been made for the school store to care middle school “starter kits” for purchase beginning next school year.
* **Incentives:** The first box top contest was a success. The next contest will be held in January.
* **Spirit Wear:** Leslie McKinney is still filling orders with the remaining spirit wear. There is a proposal for a new design for the spirit wear for the 2019-2020 school year.
* **Membership:** There are currently 318 families and 117 staff that are PTO members.

**Vice-President of Communications – Anubha Singh**

* **Public Relations:** Several Northview High School students who are in the Reach 1-2-1 club were interviewed and some pictures were taken, as requested by Mr. Pinnock, so an article can be written and sent to the Johns Creek Post. The write-up has been emailed to to Mr. Pinnock, Seani, Christy, and Ms. Lahmann. Kim Ware suggested that we could use the help of the editor of the NHS magazine for the article. Committee members are still in need for public relations and this has been advertised in the Wolf Den News.
* **Newcomer’s Coffee:** A newcomer’s event will be held January 17th 2019 at 9:30 a.m..

**Vice-President of School Support – Dee Sisson**

* Ms. Sisson has resigned from this position. Nominations are currently being taken for this position.
* **Book Fair:** The book fair is being run by Melissa Cato and will be held the week of December 3-7.
* **Campus Beatification:** The Dig-In Day, held on November 10, went well. Much needed trimming was done of the shrubbery surround the school.
* **Staff Appreciation:** A chairperson is needed for this committee. There will be a staff appreciation event held in December. The proposed date for this event is December 19.

**Vice-President of Student Support – Kristen Feldstein**

* **Red Ribbon Week (RRW)**: The week was a success. Door decorating went well and there were winners for 1st, 2nd, and 3rd place for each grade. Unfortunately, the Scholastic reading as requested did not consistently occur during Wolf Pack.

**School Governance Counsel – Dave Feldstein**

* Mr. Feldstein attended the PTO meeting, distributed the SGC’s Strategic Plan and discuss how it aligns itself with the goals of the PTO.

**Feedback/Ongoing Items**

**New Business**

* A discussion was had regarding the revamping of the spirit wear for the next school year to make the styles more “current.” Spirit wear committee was requested to work with the SPARKS committee on design.
* Heather Askamit is currently in discussion with Culvers regarding a potential spirit night.
* Two parents are needed to help choose the teacher of the year. They will be asked to sit in on the nominees’ classrooms and provide an assessment afterwards.

Meeting adjourned at 10:35.

Next meeting: December 12, 2018 at 9:30 a.m.

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| **Actions to be Taken** | |
| 1 | |
| By: Helen Eng | When: ASAP |
| Action: Will get feedback from 6th grade teachers to determine what school supplies should be included in a middle school “starter kit.” | |
| Feedback to be given: in person | Feedback due: by next meeting |
| 2 | |
| By: Seani Serfontein | When: ASAP |
| Action: Email all parents and/or staff members that have not signed up for a PTO membership. | |
| Feedback to be given: in person | Feedback due: next meeting |
| 3 | |
| By: Helen Eng | When: ASAP |
| Action: Will distribute the *Will to Live* books to all reading teachers. | |
| Feedback to be given: none needed | Feedback due: none needed |

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| By: Seani Serfontein | When: ASAP |
| Action: Send email to recruit volunteers for the book fair. | |
| Feedback to be given: none needed | Feedback due: none needed |
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| By: Helen Eng | When: ASAP |
| Action: Email teachers to remind them that all mini-grant applications are due ASAP. | |
| Feedback to be given: none needed | Feedback due: none needed |
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| By: Helen Eng | When: ASAP |
| Action: Confirm with Mr. Pinnock that the staff appreciation event can be held on December 19. | |
| Feedback to be given: via email | Feedback due: ASAP |
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| By: Seani Serfontein | When: ASAP |
| Action: Email all committee chairs reminding them to complete reports after each of their events and put them in Dropbox. | |
| Feedback to be given: none needed | Feedback due: none needed |
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| By: Seani Serfontein | When: ASAP |
| Action: Speak to Mr. Pinnock regarding the possibility of John Trautwein speaking to an assembly of students and teachers prior to the Will to Live 5K. | |
| Feedback to be given: in person | Feedback due: next meeting |
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| By: Heather Askamit | When: ASAP |
| Action: Speak to Culvers regarding the possibility of a RTMS spirit night being held there. | |
| Feedback to be given: in person | Feedback due: next meeting |
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| **Decisions Taken** | |
| Decision 1 | |
| A motion was made to approve the September minutes. | |
| Motioned by: Kim Ware | Seconded: Seani Serfontein |
| Unanimously agreed | |
| Decision 2 | |
| A motion was made to approve the November meeting agenda. | |
| Motioned by: Heather Askamit | Seconded: Christy Skinner |
| Unanimously agreed | |

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| Decision 3 | |
| A motion was made to approve the new SPARKS committee. | |
| Motioned by: Heather Askamit | Seconded: Christy Skinner |
| Unanimously agreed | |



