

DUNCAN MIDDLE SCHOOL
PTO MEETING MINUTES
9:00AM Thursday, April 21, 2016

Attendees: Laura Smith, Cristy McKillop, Lisa Emerson, Kellie Isberner, Amy Hilzenrath, Jenny Lauer, Ayesha James, Jenny Werbar, Sue Zudans, Sandy Bothun, Beth Bertsch, Meghan Weinerman, Rubina Hossain, Judith Holt, Sarah Cushman, Nina Kessel, Nancy Banner

1. 8:45- Light continental breakfast, set up by Laura Smith and Cristy McKillop.
2. 9:15- President Laura Smith welcomed all attendees and brief introductions were made. We had a great turnout from incoming sixth grade parents.
3. Principal's Update-Mr. D'Amico-Students are busy with testing. Next we will be celebrating (awards ceremonies, performances, etc). School improvements continue to happen. Next year we celebrate our 25th anniversary. School hours next year will be 9:30-4:05.
4. February Meeting Minutes were approved (motion made by Kellie Isberner and seconded by Sue Zudans).
5. Treasurer's Report-Kellie Isberner (see attached)
6. Old and Ongoing Business
 - a. T-Shirt Sales- Sue Zudans-Sales are slow now (but we sold about 200 shirts during the recent 6th Grade Open House). We are expecting a large order soon for Fall.
 - b. Teacher Wish List-Laura Smith-We put \$100 in every teacher's account.
 - c. VIPS-There has been a glitch in VIPS but it should be fixed soon. Please continue to use it to track your volunteer hours. WE also use RAPTOR as a security measure. We are looking for a volunteer coordinator for next year.
 - d. Fundraising-MIXED BAGS-We made over \$600.00.
 - e. Beautification Day on March 5th-Volunteers spent two hours cleaning up campus and then had a BBQ.
7. New Business
 - a. PTO Board 2016/2017-Lisa Emerson-The floor was open for nominations for all positions. None were made. By unanimous vote, current board members will remain, with the exception of secretary. Cristy McKillop was voted new secretary.
 - b. Box Tops-Student Raffle Drawing to take place April 22.
 - c. Volunteers Needed for Upcoming Teacher and Staff Appreciation Week (TSAW)- Laura Smith-(May 2nd – May 6th). Dessert Day is May 5-please consider making or buying a dessert and dropping it off in morning car line. Also, please consider donating Gift Cards or Raffle Items. Big thanks to Nina Kessel and Traci Van Bommel for their help.
 - d. Five Star Book-Kristine Kerr is getting ready to meet with district for preliminary review.
 - e. Copy Cats-Kellie Isberner-Volunteers make copies for teachers-need to make sure every day is covered.
 - f. Support Business Partners-Nina Kessel-We have 6 partners this year. Their banners are on the athletic field fence.

- g. SAC meets at 4:30 in Media Center. Final meeting is May 19th. Sarah Cushman is trying to start a Junior Color Guard Program here (after school) next year with help from some high school girls.
 - h. School Communication via email on Duncan Webpage (DuncanMiddle.org) which tells what's happening (SGA, Athletics, Clubs, Activities, News, Photos, Videos).
 - i. NJHS Induction May 10-PTO supports this event.
 - j. Book Fair May 9th-13th. Look for sign-up genius soon
 - k. 8th Grade Dance May 6th. Tickets to go on sale soon during C lunch.
 - l. All A's Breakfast May 13th-Volunteers from 7-10am mainly starting at 8:15am. Two guests per student.
 - m Locker Recycle Project-Sarah Cushman-Plan to recycle books, notebooks etc. as students clean out lockers. These items will then be stored in media center and given out as needed.
 - n. Member Questions, Concerns, Ideas-Nancy Banner suggested we get involved in the FPL Beautification Program. She also suggested creating a Student Store, similar to one from several years ago that was run by the Finance Academy.
8. Volunteer Sign In-Please remember to sign in at front office. Your time here is important!

Meeting adjourned at 10:05.

