

Marshall Elementary PTO

Meeting Agenda

24 July, 2018

Capri Restaurant, 313 E State St, Rockford, IL, 6:30 pm

1. Call to Order

- Introductions/role call
- Review, approval of May meeting minutes

Co-President's Report (Liz Goble and Lisa Rylatt)

- Vote for PTO Board 2018-2019
 - Assistant Secretary: Jillisa Bondurant
 - Co-Vice President:
- Report on Staff Appreciation Week
- Spirit Wear Update- Jocelyn Leonard to chair
- Website updated with forms available: marshallelementarypto.weebly.com
 - For PTO Members: Reimbursement, Cash Box Request, Cash Advance Request, Event Chair Evaluation, Deposit Voucher
 - For Staff: Funds request form and grant request form
- Calendar of Events: Chairs/Co-chairs needed
 - Note: Summer Learning Party Co-Chairs are Staff & Grade Reps
 - Conference Lunches Fall or Spring
 - Race for Education Co-Chairs
 - Love you a Hole Bunch Breakfast
 - Talent Show
 - Note: Staff Appreciation Chaired by Grade Reps
- Back to School Night Kick off 5:00-6:30 Sign up to help in shifts
 - Purchasing Snacks & Water, Setup, Serving Snacks & Water, Cleanup, Spirit Wear Sales, Volunteer recruitment, Race for Education Promotion, Float.

Vice President's Report (Marcella Zito absent)

Treasurer's Report (Barb Chidley)

- Year End Report 2017-2018
- Update on Taxes

Secretary's Report (Sarah Grisanzio)

Principal's Report (Jessica Powell)

Discussion at Large

2. Adjournment: