

MCCS PTO | MINUTES

Meeting date | 5/1/19 | Time | _9:30_ Meeting location *Imagine Coffee*

Next Meeting: 5/15/19

Location: TBA

Meeting called by	
Attendees	Bryanna, Claire, Anna, Alicia, Robbin
Regrets	Dana
Staff Representative	None

AGENDA TOPICS

Time allotted | _60 mins_ | Agenda topic *_Teacher Appreciation_* |

Every staff has a bin in the front of school for families to put donated items into for Friday staff appreciation. What's the budget? Coffee and donuts \$40-\$60 Nutcakes for donuts and coffee and Benny's for GF. Stationary stuff for Friday. Extend the gift bags donations to Wednesday. Ask Dana about doing Cibelli's. Flowers for Monday? Erin McMullen. Aesthetics for staff lounge and bathroom. Alicia will do aesthetics and "little gifts." Email to parents asking for more volunteers. Bag assembly Wed. 4pm Robbin's house. Bag assembly day on Friday. Send email on Monday or Friday saying "hey if staff

appreciation snuck up on you, you can bring stuff in up until Wednesday.” Teacher bags: visa gift card, office supplies, gift certs. Include bus drivers. Next meeting May 15th.

Action items	Person responsible	Deadline
Shop for and deliver snacks for “snack basket”	Robbin	5/6 8:00am
Order and deliver American dream Pizza and salad	Dana	5/7 11:30am
Order and deliver donuts and coffee	Alicia	5/9 8:00am
Assemble staff baskets	Undetermined	5/10 8:00am

Budget	Person reporting:	Dana Robinson
Income: Waiting on Sky High Waiting on Cheesy Stuffed	Funding Source: Robbin Claire	Amt Date Rcv’d
Approved Expenses: TBA	Person Requesting: TBA	Amt Date Appr. TBA 4/10
Total: \$21,512.97		