



Buchanan Middle School  
610 W. Fourth St.  
Buchanan, MI 49107  
(269) 695-8406 • (269) 695-8459 (Fax)

## Buchanan Middle School PTO Meeting Agenda

October 11, 2021 @ 6:00 pm

1. Welcome/Introductions
2. Treasurer Report
3. Officers
  - a. President - Amy Cowart
  - b. VP - Lindsey Dohlman
  - c. Secretary -
  - d. Treasurer - Shelby Beasley
4. Parent-Teacher Conference Meals
  - a. Wednesday
    - i. Lunch
    - ii. Snacks
    - iii. Dinner
  - b. Thursday
    - i. Snacks
    - ii. Dinner
5. Fall Fundraiser
  - a. Brochures
    - i. Candles
    - ii. Cookies (already baked, NOT dough)
    - iii. Holiday Favorites (kitchen supplies)
  - b. Timeline
    - i. Oct. 1st - Virtual Kick-off
    - ii. Oct. 4th - Sales Begin
    - iii. Oct. 18th - Sales End and Orders/Money Due
    - iv. Nov. 22nd - Item Delivery & Pick-Up
      1. WILL NEED VOLUNTEERS
6. Looking to the Future...
  - a. March Conferences
  - b. Teacher Appreciation Week
  - c. Field Day
  - d. Possible Grade Level Field Trips
7. School Wish List
  - a. Teacher Lunches - monthly half days
  - b. School-wide Spirit Shirts
  - c. Outdoor Classroom
8. Setting Dates for Future Meetings
  - a. Day of the week: Monday, avoid MES meetings & board meetings