

## **MINUTES OF BROADWAY ELEMENTARY PTO (“PTO”) BOARD MEETING**

**MINUTES** of the **PTO Meeting** held at Crust Pizza on the 8th day of November 2017.

There were 10 members of the PTO Board Members present.

Parliamentarian, Kim Erbele, formally called the meeting to order at 12:05 p.m.

### **Minute Approval:**

Motion made to approve minutes from prior board meeting held on October 11, 2017. Minutes approved.

### **PRESIDENT REPORT:**

#### **Hurricane Harvey Christmas Assistance:**

- All families have been contacted and we have asked for specific lists of toys / gifts desired. Each family will be assigned a number in order that they may remain anonymous to those donating. All gifts will be entered on a signup genius by family number for people to purchase. Families will pick up all donated unwrapped gifts from Broadway. PTO also has approximately \$4000 from the sale of Texas Strong Tshirts that can be used to help complete the gift registries.
- Mrs. Lewis is also aware of a few needy families from our school that could benefit from this program and we will discuss helping them as well.

#### **Grants:**

- We have approved approximately \$3500 in grants submitted. Various items include ipads, STEM bins, learning pallets, classroom furniture, etc. Also have approved conference attendance for Mrs. Mays and Teaching on a Swivel for 3rd and 4th grade (requested of Mr. Dulworth). There is approximately \$6000 worth of drumfit equipment Mrs. Mays desires and we will discuss helping in that effort in the future once the classroom libraries have been funded.

### **TREASURER's REPORT:**

- Budget update
- Mother / Son night made approximately \$1692 in profit!

### **PROGRAMS REPORT:**

- Santa Secret Shop
  - Preview week to be after Thanksgiving. Week of Dec 4th will be sales.
  - Can use Mrs. Lewis' locked conference room down the specials hallway.
  - All items have been ordered totaling approximately \$2900 for \$2300+ items. Budget of \$3000
  - If sell out, will generate approximately \$2600 in profit.
  - Will sell before school, recess and lunch as volunteers are able to work the store. Must have a PTO member present to work the register and handle all money.
  - Reviewed price points and various items that will be offered.
  - Will do a signup genius for teachers to select a 30 min preview slot as well as one for parents to help with the store.

- Breakfast with Santa
  - Sat Dec 9th
  - Will have pancakes, fruit, milk, juice, coffee, photo booth, photo with Santa, reindeer food, letter station, color contest- flyer will be like prior year
  - Will do a tree auction by grade
    - Themes:
      - Kinder - Disney
      - 1st - Family Activity
      - 2nd - Candy
      - 3rd - Gift Card
      - 4th - Vintage
- Teacher luncheon for December - do on the half day with early release
- Father / Daughter dance - probably keep date on Feb 9th

### **SCHOOL SPIRIT REPORT :**

- Spirit Wear
  - Still have a lot of baseball shirts. Will plan to sell during breakfast with Santa

### **COMMITTEES REPORT:**

- Box Tops - \$723 coming from that. Will be doing Bon FroYo gift cards for top collectors.

### **OTHER:**

- Outdoor classroom dedication.
  - Will be doing a dedication ceremony / ribbon cutting for picture and facebook purposes.
  - Will invite Ackley and Dexter kids to attend since those teachers named the classroom
- Polar Express Day
  - Will only be doing for Kinder and 1st. On the day prior to the half day before holidays
  - Other grades will be watching a seasonal movie
  - All grades can wear pajamas
  - Mrs. Conley would like to see about AMC donating the popcorn and we need 1000 bags.
- Early release day will be the day for classroom parties.
- Teacher pie drive
  - Idea was presented to do a pie drive to allow staff to each take home a pie for the holidays. Due to timing Thanksgiving might be difficult but we can look into for Christmas.
- Twelve Days of Christmas
  - Wendy has decided on doing a movie per day theme and wanting to buy a trinket for the teachers each day.
  - Idea was suggested to do 12 snacks of Christmas that can be tied into the movie vs the trinkets. We could do a sign up genius for parents to help donate the snacks and PTO can supplement. We could advertise to the teachers - possibly display on Mrs. Lewis bulletin board and reveal each day like an advent calendar.

- We will still be providing our luncheon and also would like to do a gift card with it.

Meeting was adjourned at 1:41 p.m. by Parliamentarian Kim Erbele.

Meeting Minutes were compiled by Jennifer Fields, Broadway PTO Secretary.