

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

MINUTES of the **PTO Meeting** held at Toasted Yolk on the 13th day of December 2017.

There were 10 members of the PTO Board Members present.

Parliamentarian, Kim Erbele, formally called the meeting to order at 10:31 a.m.

Minute Approval:

Motion made to approve minutes from prior board meeting held on November 8, 2017. Minutes approved.

PRESIDENT REPORT:

Hurricane Harvey Christmas Assistance:

- Have been able to assist approximately 15 families with Christmas lists. Have been able to fulfill all requests on their lists plus provide additional items and gift cards. Huge success.

Custodian Appreciation:

- Based on total collections we were able to provide Carmen with \$500 cash and Mr. Jose with \$880 cash. PTO also was able to give approximately \$300-\$400 each in gift cards.

Staff Gift:

- PTO provided \$50 gift cards to Jamie, Wendy, Nadia and both the nurses.

TREASURER's REPORT:

- Budget update
- Will be receiving \$723 check for box top check
- Final numbers for Santa Secret Shop and Breakfast with Santa will be finalized and in the January report.

PROGRAMS REPORT:

- Santa Secret Shop
 - Net of tax profit will be approximately \$3,953
 - Will need to revisit where it is held for next year. will be on Dec 20th.
- Teacher Appreciation
 - Dec lunch will be Buca Di Beppo on Dec 20th. Cost approx \$740
 - Jan will be coffee. Working on Starbucks donating.
 - Feb will be 2nd grade. “Souper teacher” soup theme

- March 3rd grade
- April 4th grade
- May PTO

FUNDRAISING :

- Direct Donation Campaign
 - Updating information packets and will reach out to new businesses after the holidays.
 - Will send a reminder email to those already contacted in case they want to donate as part of their YE 2017 donations.
- Carnival:
 - Will start working on after the holidays
 - April 21st date of event
 - Food trucks to get booked and moving them this year by the outdoor classroom
 - Vendors will be moved closer to the back of the building
 - Will begin working on silent auction donations

VOLUNTEER REPORT:

- Having issues with emails to parents getting sent out. Starting in January and going forward, PTO will directly send out emails to parents by grade level.
- TGIF sign up has not made out to all that have requested to help with this committee. Therefore will look at posting the sign up on the PTO website.
- Workroom for 2nd grade. Need to discuss with 2nd grade and team lead about having each teacher have their copies done separately vs all at a grade level.

OTHER:

- School supplies
 - Two companies looking at: First Day and School Kids (used last year).
 - Based on pricing etc they are neck in neck. However, First Day has a contract with Under Armour and Vera Bradley and they offer backpacks, water bottles etc that can be purchased online. In addition, we get proceeds from any items sold.
 - Motion to go with First Day for school supplies for the coming 2018-2019 year. Motion approved.

Meeting was adjourned at 11:39 a.m. by Parliamentarian Kim Erbele.

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