

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

MINUTES of the **PTO Meeting** held at Broadway PTO room on the 11th day of April 2018.

There were 9 members of the PTO Board present and Broadway Principal, Mrs. Conley.

Parliamentarian, Kim Erbele, formally called the meeting to order at 11:18 a.m.

Minute Approval:

Motion made to approve minutes from prior board meeting held on March 21, 2018. Minutes approved.

PRESIDENT REPORT:

- Field Day
 - Will be held on April 27th
 - Theme is Broadway Olympics. Shirts have been designed and ordered. 823 shirts ordered. PTO and parents with multiple children will have purple. Staff will have pink.
 - Will need volunteers on Monday prior to field day to sort shirts.
 - Will have parent volunteers for each class to accompany teacher and students and help run each station.

TREASURER REPORT:

- Budget update
 - Direct donation campaign raised approximately \$25,757
 - Kendra Scott spirit night \$545

PROGRAMS:

- Teacher Appreciation
 - PTO will be providing luncheon during teacher appreciation week on May 11. Looking at having it from Zoe’s Kitchen. Parent sign up for desserts.

FUNDRAISING :

- Direct Donation Campaign
 - Approximately \$20,000 available now for ordering Lucy Calkins materials this year for the grades that need priority.
 - Brick pavers to be finalized
 - Will be doing Chik fi la lunch for two winning classes, Gomez and Grabowski.
- Carnival
 - Presale order forms have gone home and have started being returned- \$15 presale and \$20 tickets at door.
 - April 21st date of event - 4 to 7 pm. Set up Friday prior and starting noon on Saturday
 - Secured majority and food trucks and all attractions.
 - Posters ready to hang inside for advertising to kids.
 - Online auction will be set up for teacher and staff items. Will be looking at using same software Cox used for their auction as it was very user friendly.

- Will be doing a 50 / 50 raffle ticket sale and contest. Paper tickets and online sales
- Lanyards to be assembled.

COMMUNICATIONS:

- Yearbook
 - Yearbook has been submitted!!

VOLUNTEER COORDINATOR :

- Spring Carnival
 - Getting York and possibly Oak Ridge students for the carnival. Will provide them with vouchers for PTO snack concessions.
 - Parents that volunteer to work will receive a free 50/50 raffle ticket per 30 minutes. Will be sending out sign up genius for volunteer slots.
 - Teachers that volunteer to work will receive a free 50/50 raffle ticket per 30 minutes or free admission for child.
- Movin and Groovin with Moms
 - Friday May 20th
 - Stephanie Cribbs is running with Mrs. Mays.

SCHOOL SPIRIT:

- Need to get the \$500 from Chik-fi-la spirit night to Mrs. Bruner.

OTHER:

- Next Year Board Nomination Process
 - Forms received and vote will take place at April 25th General PTO meeting 12 noon.
- Next Meeting May 9, 2018

ADJOURN

Meeting was adjourned at 12:20 p.m. by Parliatarian, Kim Erbele.

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