

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

**MINUTES** of the **PTO Meeting** held at the home of Angela Moring on the 6th day of June 2018.

There were 9 members of the PTO Board present.

Parliamentarian, Charissa Wylie formally called the meeting to order at 7:04 p.m.

### **Minute Approval:**

Motion made to approve minutes from prior board meeting held on April 11, 2018. Minutes approved.

### **PRESIDENT REPORT:**

- Classroom Library Update
  - Held meeting on June 5th with Celeste Grabowski and detailed all items, costs, summer vs fall estimated purchases, etc.
  - PY fundraising allows for \$30,000 of existing funds to purchase items now. This amount was already allotted and approved in prior budget.
  - Upcoming year fundraising to focus on \$55,000 goal for remaining book purchases.
  - Will need to do Property of Broadway labels once books are delivered.
- Library Renovation
  - Need to help with furniture / seating
  - \$1700 proposed motion and second motion. Unanimously approved
- Bank Account Changes
  - Need to remove Tina Bowers from bank and add Georgia Samford. Need to take minutes and go to bank in person
  - Georgia needs card due to purchases
  - Motion made to add Georgia Samford to bank account #1578000323 and to remove Tina Bowers from bank account #1578000323. Motion approved unanimously.
  - Mi Tierra refund deposited with bank and pursuing.
- Magnets for Doors
  - Security strips for door jams. Need to purchase for all doors. Cost ~ \$1.85 per piece
  - Motion to purchase. Motion second. Unanimously approved.
- Teacher Signs
  - Need to replace class signs with new log
  - Only have logo and grade level. Each teacher name will be on separate sign that velcros onto the hallway sign.
  - Will make for easier transitions when teachers rotate, leave, are new, etc. Will only have to purchase a few teacher name signs when there are changes.
  - All in agreement to get quote on total cost
- Rugs
  - Need to replace the rugs for the front entrance with logo and the outdoor rug.
  - Getting options and cost in order to put to vote.
- Email Addresses
  - Need to redistribute PTO board member gmail accounts and ensure everyone has the correct email

- PTO Board Shirts
  - We will keep the existing green PTO tribe shirts and place order for new members.
- Proposed monthly meeting day and time
  - Will look at Tues or Thurs.
  - Will see when Mrs. Grabowski planning period is
  - TBD

### **TREASURER REPORT:**

- Budget update
  - May information almost finished
  - Will send emails to teachers and staff
  - Wendi request of \$18,900
    - Majority are items PTO pays and orders
    - Will only provide for ~\$8,00 for items such as field trip buses, inservice breakfast, etc at this time
  - \$500 allocation for each grade level
  - \$50 gift cards for begin of year teacher breakfast
  - Refrigerator
    - Staff in need of a working refrigerator for kitchen
    - All in agreement one is needed
    - Will look into options and costs
  - Teacher grants
    - Keep at \$3,000

### **PROGRAMS:**

- Staff Appreciation
  - Need a committee chair
  - Teachers requested shift overage for Christmas week and teacher appreciation week
  - PTO to do 12 days of Christmas and teacher appreciation purchasing of gift items
- Fun Nights
  - Will keep as Father / Daughter and Mother/Son events
- Breakfast with Santa
  - Dec 8th

### **FUNDRAISING :**

- Reviewing dates to hold fundraisers
- Santa Shop
  - Premier week Dec 26
  - Look into larger space
- Spring Carnival
  - April 13
- Square 1 Art

- Yes, would like to do again this year. For springtime

### **COMMUNICATIONS:**

- Directory
  - Need to do for this year

### **VOLUNTEER COORDINATOR:**

- Communication
  - Need better way of assimilating volunteers and interest to committee chairs, etc.
  - Need to look into different apps that could be used for communication to parents, etc.
  - Need new teacher appreciation committee chair

### **SCHOOL SPIRIT:**

- Currently reviewing designs and options for spirit wear
  - Will only be done via a pre order basis.
- Spirit Nights
  - No longer do Papa Johns
  - Monthly (unless Sonic wants to do a monthly one in conjunction)
  - Suggestions
    - Sonic
    - Kendra Scott - prior to Christmas
    - Spring Creek
    - Chick-fil a
    - Crust
    - Marble Slab
    - Bon FroYo
    - Skatetown

### **OTHER:**

- Discuss with Mrs. Lewis door contest
  - Discontinue or make student / classroom generated
    - Based on Feedback from current room moms and Volunteer feedback of those that won't sign up for room mom due to door contest
- School supply distribution
  - Date TBD
- Next summer Board Mtg
  - July TBD
- Teacher Shirts

- Mrs. Conley set on particular shirt design and orange color.

**ADJOURN**

Meeting was adjourned at 9:30 p.m. by Parliatarian, Charissa Wylie/

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