

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

MINUTES of the **PTO Meeting** held at the Broadway Elementary school library on the 11th day of Sept 2018.

There were 11 members of the PTO Board present.

Parliamentarian, Charissa Wylie formally called the meeting to order at 12:02 p.m.

Minute Approval:

Motion made to approve minutes from prior board meeting held on August 2, 2018. Minutes approved.

PRESIDENT REPORT:

- Classroom Library Update
 - \$30,000 of materials purchased during the summer and distributed to classrooms
 - Feedback is very positive and children are loving all the new books in their classrooms
 - Fall fundraising will help to fund the remaining need for the classroom libraries. Will fund remaining levels for K-2 and the 3rd & 4th grade book categories.
- Calendar
 - Have a tentative calendar with school wide and PTO dates and items to do per month for the entire year.
- By-Laws
 - Will have a committee to review and update current by-laws. Charissa W., Angela M. and Lisa D. will start process
- SumDog and Brain Pop
 - Subscription has been purchased for these. Teachers have been given information for access.
- Kindness Quote
 - New initiative this year.
 - Have worked on quote vinyl cut outs and will be finishing this week.
 - These will be placed throughout the school

TREASURER REPORT:

- Budget update
 - YTD update discussed.
 - 2018-2019 budget provided and discussed. Motion to approve budget. Budget approved.
- Duran Family Donations
 - Would like to do gift card, etc.
 - Motion made to approved \$250. Motion approved.

PROGRAMS:

- Staff Appreciation
 - Will be doing something each month. Will try to coincide in some months with the spirit nights to get more benefit. This month will be doing a large cookie that coincides with American Cookie Company spirit day.
 - PTO to do 12 days of Christmas and teacher appreciation purchasing of gift items
- Fun Nights
 - Father/Son event will be Oct 26th 7-9pm. Camp out theme with camp games, movie, hot dogs, camp food. Outdoor playground area will be accessible as well
 - Mother/Daughter tentative date is February 8th
- Cocoa with Clauses
 - Thursday evening Dec 13th

FUNDRAISING :

- Direct Donation Campaign
 - Began Sept 10th
 - Working on getting more business sponsors
 - Discussed incentive levels for students
 - Tuesday folders today will have flyers going home
- Santa Shop
 - Preview week after Thanksgiving. Purchase week the following
 - Will be looking into items soon
 - Need to work on options for space.
- Spring Carnival
 - April 13 4-7pm
 - Working on booking main attractions now. Will have meeting mid year to plan and prepare rest.

COMMUNICATIONS:

- Directory
 - Website needs updated with new board member information
 - Directory will be worked on by Julie Cobb.
 - Would like Direct Donation Flyer on the main PTO page temporarily.

VOLUNTEER COORDINATOR:

- Workroom Scheduling Issues
 - Lisa approached by parent at meeting that has experience in this area. She will come in to discuss with us in order to evaluate and come up with a plan.
- Room Parents / Committees
 - Only have 4 room parents that are still in works
 - Room Parent meeting this Thursday at 9:30
 - All committee chair position filled at this time except for TGIF

SCHOOL SPIRIT:

- Spirit Wear
 - This Friday is order deadline.
 - Vintage items on sale for \$4 online.
- Spirit Nights
 - Will be working to do 2 per month. Entertainment and then food.
 - Have scheduled out the majority of dates and places.

OTHER:

- Next Meeting October 9th at 12. Board to meet at 11:30. General meeting at 12.

ADJOURN

Meeting was adjourned at 12:55 p.m. by Parliatarian, Charissa Wylie/

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