

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

MINUTES of the **PTO Meeting** held at the Broadway Elementary school PTO room on the 13th day of November 2018.

There were 12 members of the PTO Board present as well as Broadway Principal Mrs. Conley
Volunteer Coordinator, Lisa Daggett, formally called the meeting to order at 9:32 a.m.

Minute Approval:

Motion made to approve minutes from prior board meeting held on October 9, 2018. Minutes approved.

PRESIDENT REPORT:

- Classroom Library Update
 - Have purchased approximately \$15,000 more in books and currently working on next order. We are working to find best costs and ordering accordingly.
 - Some books will be ordered via the Book Fair and the library will receive 20% back. These are for books that we were unable to order via scholastic as a teacher with all the discounts and bonuses.
- Teacher Grants
 - Applications have been received and discussed with Mrs. Conley
 - 13 grant applications submitted.
 - \$900 request from Mrs. Rodriguez and Mrs. Gutierrez for computer supplies. These will be covered under the PTO resources and equipment budget instead.
 - \$400 request from Mrs. Flessas and the GT team for a Steam and Project Based Learning Lab. These supplies will be to initially start up. These funds will be covered under PTO resource and equipment budget instead.
 - \$500 for Kindergarten guided math materials.
 - \$400 for First grade books
 - \$867 for Mr Dulworth and 2 teachers for registration to technology conference
 - \$650 for Mrs. Strahl and Mrs. Greenwalt for guided math training
 - \$125 for Mrs. Mays annual conference
 - Remaining requests were for ipads needed. We will try to find best prices and see how many we are able to purchase
 - Our budget for grants is \$2500. Motion made to increase budget by \$1500 to cover buying additional ipads. We will have extra funds from the classroom library funds due to diligence in shopping and getting good pricing vs purchasing all through Heineman. Therefore we will have funds available to allocate to the technology grant ipad request.
 - Motion second. Unanimously approved.
- School Directory
 - Directory completed by Julie Cobb. Will be sending out this week.

TREASURER REPORT:

- Budget update
- Field Trip Bus Budget.
 - Budget was \$4000 but it was previously discussed and decided we would allocated \$6000 due to costs for last several years. However, \$4000 is what ended up in budget
 - Motion made to add \$2000 to budget as originally discussed. Motion second. Unanimously approved.

PROGRAMS:

- Staff Appreciation
 - 12 days of Christmas
 - Working on gifts now.
 - Starts on December 4th
- Cocoa with Clauses
 - Thursday evening Dec 13th
 - All cookies and milk will be donated from Rice Village cookie shop
 - Working to see if Starbucks would donate cocoa
 - Momentum said they could help on some of the cocoa
 - Will have stations for kids as well as pictures with Santa
 - Mrs. Conley to contact Mrs. Broadway and see if she would come and dress as Mrs. Claus
 - Lisa to work on volunteers from Yok and NCL for 4:30 to 7:00 pm

FUNDRAISING :

- Direct Donation Campaign
 - Incentive levels:
 - Fun run moved to this Thurs due to weather.
 - Foam party postponed due to weather. Will reschedule between Thanksgiving and Christmas. Just need to let foam party company know one day in advance.
- Santa Shop
 - Preview week after Thanksgiving. Purchase week the following
 - All items have been delivered
 - \$4500 budget. Still have several hundred dollars remaining if needed.
 - Set up will be done on the monday after Thanksgiving break
 - Sign up genius has been sent for preview week help.

COMMUNICATIONS:

- Website
 - Room parents need to forward teacher favorite things list to be added to website

VOLUNTEER COORDINATOR:

- Need volunteer to decorate Christmas toy drive bin. Serena Williams will probably do.
- Britny Ribbing will decorate foyer Christmas tree. Will help with stage for 4th grade program.

SCHOOL SPIRIT:

- Spirit Wear
 - Everything has been distributed. Looking at extra order for hoodies.
 - Current extra spirit wear will be put on cheddar up.
- Spirit Nights
 - Chick fil a will be offering limited food at Read Under Stars
 - Spring Creek BBQ tomorrow night.

OTHER:

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

ADJOURN

Meeting was adjourned at 10:31 p.m. by Volunteer Coordinator, Lisa Daggett.

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