

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

**MINUTES** of the **PTO Meeting** held at the Broadway Elementary school library on the 9th day of Oct 2018.

There were 13 members of the PTO Board present as well as Broadway Principal Mrs. Conley

Parliamentarian, Charissa Wylie formally called the meeting to order at 12:06 p.m.

### **Minute Approval:**

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

### **PRESIDENT REPORT:**

- Classroom Library Update
  - Will work with Mrs. Conley to get one rep from each grade to meet and decide remaining books to be purchased with fundraising money. These teacher reps will work with Angela M., Lisa D. and Kim E.
- Calendar
  - Working on sending dates to teachers so they will have.
- By-Laws
  - Committee to review and update current by-laws. (Charissa W., Angela M. and Lisa D.)
- Teacher Grants
  - Application will be sent to teachers. Lindsey, Kim, Brittney R. will be on grant committee.
- Kindness Quote
  - Have majority now and they need to be hung. Possibly will use district maintenance to hang library item.
- Memory Bench
  - In process of ordering
  - Will have individual dedication plaques for the 3 students that have passed away
  - Also will have an overall dedication plaque
  - Looking into Signational Signs to provide dedication plates
- Red Ribbon Week
  - We are decorating a selfie wall for kids to take their pictures during the week

### **TREASURER REPORT:**

- Budget update

### **PROGRAMS:**

- Staff Appreciation
  - Oct 30th will do a Halloween theme with Chik-fil-a as the food. Will send out sign up for parent donations of gift cards, salads and fruit

- Fun Nights
  - Father/Son event will be Oct 26th 7-9pm. Camp out theme with camp games, movie, hot dogs, camp food. Forms due Oct 19th.
- Cocoa with Clauses
  - Thursday evening Dec 13th
  - First committee meeting will be Nov 1st
- Fitness Friday with Dad
  - Inner Element to sponsor. Possibly will donate nutrition bars. Count is 400 people. We Need to look at doing waters

### **FUNDRAISING :**

- Direct Donation Campaign
  - Met \$50,000 goal.
  - Made approximately \$53,000
  - Incentive levels:
    - Nov 2 Yogurt party
    - Nov 9th Color fun run. Kids to get their fun run shirts that day
    - Nov 12. All school assembly at 8:30 a.m. Mrs. Flessas gets slimed and Mr. Dulworth will have his head shaved to mohawk and painted pink.
  - Need to do business sponsors on marquee and banners
- Santa Shop
  - Preview week after Thanksgiving. Purchase week the following
  - Will be looking into items soon
  - Need to work on options for space with Mrs. Conley
- Spring Carnival
  - April 13 4-7pm
  - Working on booking main attractions now and will need to start silent auction items. Will have meeting in January to plan and prepare rest.

### **COMMUNICATIONS:**

- Directory
  - Directory worked on by Julie Cobb and is almost complete
  - Yearbook and dedications on sale now. Will be sending out info on image share app for people to upload and share pictures for the yearbook. These will go directly to Balfour and Ashley can retrieve there.

### **VOLUNTEER COORDINATOR :**

- TGIF
  - Need coordinator

### **SCHOOL SPIRIT:**

- Spirit Wear
  - Latest order to arrive today
  - Vintage items on sale for \$4 online.
- Spirit Nights
  - Inspire Rock was not very successful. Only 23 people attended.

### **OTHER:**

- Next Meeting November 13th at 12. Board to meet at 11:30. General meeting at 12.

### **ADJOURN**

Meeting was adjourned at 12:42 p.m. by Parliatarian, Charissa Wylie/

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