

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

**MINUTES** of the **PTO Meeting** held at the Broadway Elementary school 12th day of December 2018.

Meeting was formally called to order at 12:07 p.m.

### **Minute Approval:**

Motion made to approve minutes from prior board meeting held on November 13, 2018. Minutes approved.

### **PRESIDENT REPORT:**

- Classroom Library Update
  - \$22,000 spent on classroom libraries
  - Class libraries are working out great
  - Still waiting on Kinder guided math and Johnson’s requests.

### **TREASURER REPORT:**

- Budget update
- Holiday Shop
  - Profit of \$8,021 (\$4,300 expenses: \$13,809 deposited to bank)
- Class Libraries
  - Still short on budget

### **PROGRAMS:**

- Staff Appreciation
  - 12 days of Christmas
    - Begins Dec 4 through Dec 19
      - Jeans all month
      - Chapstick
      - White Snacks
      - Pancakes
      - Cookies
      - Hot beverages
      - Hand Soap
      - Candybar
      - Snacks
      - Lunch Duty
      - Sonic Drinks
      - \$20 gift card and lunch
- Cocoa with Clauses
  - 547 RSVP
  - Still need volunteers for decor

### **FUNDRAISING :**

- Direct Donation Campaign
  - Incentive levels:
    - Foam party postponed due to weather. Will reschedule to next semester when warmer.

### **COMMUNICATIONS:**

- Yearbook
  - Yearbook cover is designed by Ms. Harper
  - Price increases Jan 1st

### **VOLUNTEER COORDINATOR :**

- Sign up genius for Apple Cinnamon ornaments has been sent out. Volunteer slots are full.

### **SCHOOL SPIRIT:**

- Spirit Wear
  - Still have vintage and others in stock
- Spirit Nights
  - Chick fil a will be offering food ath Cocoa w/Clauses
  - Crust Pizza Wed Dec 19th
  - Gof Night Mon Jan 7th

### **OTHER:**

- Next Meeting December 15. Board to meet at 11:30. General meeting at 12.

### **ADJOURN**

Meeting was adjourned at 12:36 p.m.

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