

February 11, 2020 – PTO Executive Committee Meeting Notes

Presidents' Report:

- There is no specific “topic” for the April General PTO meeting, but between the budget for next year and bylaws restructuring, we don’t need a specific topic as it may be a length exec meeting.
- If anyone isn’t returning to their position next year, please email one of the Presidents in the near future so we can start looking for someone to replace you.
- We are all in agreement for continuing the childcare at General PTO meetings if there is a speaker/presentation. It’s only \$200/year and a good use of money.
- Boosterthon is set for 4/20 with the fun run set for 5/1. The Chairs for Healthy Kids week are aware of this and on board with Boosterthon.
- We need to update/reorganize our PTO Bylaws:
 - o A number of the bylaws are very outdated.
 - o Some of the positions have too much work (i.e. 1st VP, while others don’t have enough).
 - o We are considered reorganizing VP responsibilities to have more VPs involved with helping the various committees so there isn’t too much burden on one person
 - o It sounds like amongst the current VPs, there is a definite willingness to help with restricting these positions.
 - o Before the March 5th meeting, everyone please submit their feedback on any potential changes and then we can vote at the April meeting on what we are going to change.
 - o Also, everyone please write up a couple sentence description of what their job duties entail so we can include that in the bylaws.
 - o Also, please offer feedback on what committees could stay and which ones could go or be consolidated into others. There isn’t any reason to keep doing things that aren’t making money, having people attend or getting volunteers.

1st Vice Presidents' Report:

- There is a discussion amongst the committee chairs about stretching “Healthy Kids Week” into “Healthy Kids’ Month” and sprinkling the events out more as it is a lot to fit into a week– we are all in agreement this is a good idea!
- The Teacher Appreciate Committee has asked for a \$600 increase in their budget for this year to buy gift cards for their raffle during teacher appreciation week. Last year, everyone got a prize and this event was a big hit.
 - o If we don’t approve this, they can’t fund anything other than the other meals.
 - o Next year, that committee will buy gift cards from the PTO fundraiser so we can double-dip on the profits.
 - o We vote to raise their budget by \$600, raising their budget to \$2400 with all in favor. We also are fine will donating some leftover spirit wear
- A teacher asked about a discount for the yearbook for staff, but they would at least need to pay cost which is \$12.
 - o We vote and agree that this is fine to sell to teachers at cost of \$12.

- Artfest is moving ahead well, with hands on activities in the art room and in the hall. We've got a good responsive from artists to set up booths. We will have passports to stamp at different booths and students get a prize if they get so many stickers
- For trivia night, there is an after party at Weber's. The online auction starts next week through Give Smart.
- For "Fund a Cause" for Trivia the money is going to go to Books for Classroom Libraries, which is a good on people would like to donate to help.
- We still need parents to organize classroom parties
- There has been some discussion about everyone chipping into Givens PTO help them start out their PTO since they are starting out fresh without a surplus. One we have an idea on the number of students they have, we will think about how much to give.

2nd Vice Presidents' Report:

- They still plan on having a decision for the boundaries February 24th and a contractor for the Hixson addition shortly thereafter.

Treasurer's Report:

- We have a "Best Fund Request" for several of the Black History Month Events totaling \$790 from Deidre Townsend, who planned the various performances the school did.
 - o We all vote in favor of reimbursing these costs, but not as a Best Grant, but will find a better category to put it in so our budget is accurate.
 - o There are categories for performances or assemblies and it probably fits there better. We will follow-up with the treasurer and find a better line item for it.
- Bristol Day at the Ballpark is April 25th – we just put the save the date out. We get a certain number of tickets in a block and we have to report back how many we sale. Someone already organizes this every year and we just need to figure out how we will have people pay – we'll follow-up with organizer on his preference.
- Taxes: We have a CPA and \$2000 is her standard cost. She has a couple of questions about things and the Auditor/Treasurer can talk with her.
- We'll plan on focusing on the budget at our April Exec meeting – President will talk with Treasure about getting a rough draft budget together in March.
- We'll try and get the by-laws and committees at the March meeting.
- We'll have another Exec meeting on March 31st at 7 pm to start talking about the budget and we can try and finalize at our April Exec meeting.
- We have money budgeted for new flat screens, we can wait and see how year pans out budget-wise and decide how many we want to buy and how our budget cushion looks. Principal's action item is flat screens for rooms, but he'll probably buy this summer, so no huge rush no this.

Welcoming Committee Report

- We need to get the survey out. We can have the teachers set a link or send through membership toolkit. We'll wait until the Monday after Trivia to send it.
- The PTO approved \$200 for the anxiety speakers fee for the March meeting.

Corresponding Secretary's Report: Nothing to Report

Teacher's Report: Nothing to Report

Principal's Report: Nothing to Report

Upcoming Dates:

- February 22, 2020: Trivia Night!
- March 5, 2020 @ 7pm: PTO Open Meeting & Exec Meeting
- March 31, 2020 @ 7pm: PTO Exec Special Budget Meeting