

BOY PTO Meeting Agenda - 8/15/2018

I. Financial Review / Upcoming Budget

- Start Up Funds to be issued within the first 30 days of school
- JK to get the list of current teachers/staff to Steve so that checks can be written without delay.
- Current Total in PTO account: \$3046.73

II. PTO Procedural Changes for the upcoming year:

- PTO Locked Mail Box
 - HHP will put up in the teacher’s lounge outside of the PTO cabinets so that staff can safely deposit money, etc.
- Forms for Fund Requests:
 - PTO Teacher Funds Request Forms
 - Non Budgeted Request Form
 - Reimbursement Request Form
 - Check Request Form

*Blank color coded copies of forms will be kept in a folders in the teacher’s lounge.
- HHP will come to the staff meeting on 8/23/18 to quickly go over this info;
- HHP will also make a cheat sheet for quick reference for staff.

III. Planning:

- a. Ice Cream Social – scheduled for **8/30/18** from 6 p.m. until 7 p.m. as a drop in event.

HHP will make the flyer to be sent home with students on **8/27 (?)**.

- b. **Welcoming Students and Parents** – A PTO letter has been composed highlighting PTO accomplishments from last year and needs for this coming year. This to be sent home with students along with Bell Elementary pencils attached to a note card with the PTO meeting dates for the year.

c. Ms. Klein was excited about her new slogan for the year: Every Child Matters, Every Moment Counts. She would like to see this on the shirts sold this year. HHP to design and present some drafts.

d. **Establish PTO meeting dates for the year:**

Typically always the third Tuesday of the month. Some exceptions had to be made due to holidays / school calendar:

9/18

10/16

11/13

Skip December

1/15

2/19

3/19

4/9

5/21

e. **Future Events/Calendar:**

8/30 6 p.m. – 7 p.m. – Ice Cream Social Drop In – each student will receive 3 PBIS tix for attending.

9/4 – Save the Date for Tshirt sale to go out to parents

9/13 – Open House

9/18-10/7 – Shirt Sale

10/5 or 10/26 – Boo-You-Tiful Moments Dance

12/3-12/7 – Book Fair

12/10-12/14 – Christmas Gift Shop

1/14 – Get Moving With PTO (Zumba @ Bell)

Valentine's Day Dance – 2/22

Other ideas discussed:

A garage sale in the school parking lot; sell spots \$5-10 each.

Spirit Wear Closet on site – Use PTO storage closets

Fun Run

Penny Wars

- f. Box Tops – Ms. Pickett was officially deemed Queen Box Top and the Box Top letter was approved to be sent home with students. A specific date was not discussed.