

# PTO Agenda Board Meeting Agenda

## July 14, 2017

**In Attendance:** Glenda Jensen, Linda Lightner, Alicia Rambo, Leslie Sapp, Lekeda Richmond and Gena Roper

Meeting called to order at 9:15 by Glenda Jensen

### Planning for next Year

New Parent (Tues, August 8<sup>th</sup>; 4:00 pm – 7:00 pm) and Returning Parent (August 14<sup>th</sup> Monday, 5:00 – 7:00 pm) Back-to-School Nights

- Glenda is working with Ms. deBrugge on location of PTO table(s); hoping for the Media Center
- PTO helpers to arrive 30 minutes prior to each event. PTO needs a laptop(s) (or computers in Media Center) for parents to complete the PTO Interest Survey
- Student / Parent Volunteer Day and Teacher Appreciation Sign Ups (hard copies) also need to be available
- The PTO will sell for PTO profit: HFAA Window Clings, HFAA Water Bottles (\$5 for one or two for \$8) and used uniforms (they will handle the organizing/selling of the used uniforms)
- PTO Sell Vintage T-Shirts benefitting corresponding HFAA organization/club
- PTO will create a PTO general information handout to go with other "Need to Know" handouts
- PTO needed to be flexible about water bottle pricing if they don't sell for original price
- Water, napkins & Cookies for Returning Parent night only- \$100 budget (maximum)

**Leslie Sapp made a motion to accept the plans listed above.**

**Alicia Rambo seconded the motion.**

**Motion carried.**

### Teacher Appreciation Welcome Gift

- Group looked at gift list provided by Vanessa Green (Teacher Appreciation Chairperson)
- Teacher gifts to be given in gift sacks rather than baskets
- Stuff gift sacks after Student / Parent Volunteer Day- August 12th in the Media Center
- Pens were not needed
- Spend \$150 total (Maximum)
- To be handed out during one of the Professional Development sessions taking place before school

**Alicia Rambo made a motion to accept the plans listed above.**

**Lekeda Richmond seconded the motion.**

**Motion carried.**

### Open House (August 29<sup>th</sup> @ 6:30 pm)

- Pass out bottled water to parents (Ask for donations on FB from parents to give out.)
- Posters for each teacher advising what supplies they need for their class (Learning/Angel Tree concept created by Glenda Jensen and Moria Harmon) \$20 budget
- Parents will be able to take home slips with items needed by each teacher
- Virtual list for items created for items not given posted after the Open House
- Feeding Teachers- Pizza \$100

**Alicia Rambo made a motion to accept the plans.**

**Leslie Sapp seconded the motion.**

**Motion carried.**

## **Fundraising**

- Blue and Gold Sausage in the Fall- Start October 23rd – November 6th. Delivered week of November 13th.
- Communicate with Mr. S via email for permission on each fundraiser. Permission granted with 7 business days.
- Restaurant Night Scheduling- Communicate with Director of Community Development via email. Permission granted with 7 days.
- Better controls on profit; two people count and sign-off (full-log)
- Gena Roper to create money count log and post on PTO Facebook page.
- Okarcho Rolls- Tentative Spring Fundraiser- February 19 or 20th – March 5th; Delivery after Spring Break the week of March 26th

**Alicia Rambo made a motion to accept the plans.**

**Leslie Sapp seconded the motion.**

**Motion carried.**

## **Meetings for Next Year**

- 9-9-2017
- 11-11-2017
- 1-13-2018
- 02-10-2018
- 04-07-2018
- These meetings would be board meetings with general PTO membership included. This will meet meeting frequency criteria set forth by bylaws.
- Glenda Jensen to follow up with existing / listed officers and chair persons to ascertain their continued interest.
- Linda Lightner to do a school-wide email and Facebook post advertising vacant positions.
- Chairpersons need to be able to attend meetings.
- Linda Lightner to update the website with current chairperson and officer names.

**Leslie Sapp made a motion to accept these plans.**

**Lekeda Richmond seconded the motion.**

**Motion carried.**

## **PTO Budget**

- The PTO has \$5,922.17 in their account.\*
- \*Alicia Rambo to get with Ms. deBrugge on the Mixed Bag & Chipotle deposits to get a correct beginning balance.
- \$5,000 will going to bathroom renovation.
- Alicia Rambo will re-work the working budget based on discussion/recommendation from the group. Will provide this updated budget at (or before) next meeting.
- Linda Lightner to count water bottles.

**Lekeda Richmond made a motion to accept this report.**

**Leslie Sapp seconded the motion.**

**Motion carried.**

### **Snacks/Meals for students before Games and Performances**

- Give parents of the students groups the first opportunity to feed their students with communication via their Committee Chair
- Communication to students that meals will be provided needs to be better
- Someone needs to create Committee Chair Descriptions (Linda Lightner found old one and will update and post to both PTO Facebook pages.)
- Need to do more research to ascertain what (and how much help) each coach/teacher needs.
- Leslie Sapp agreed Committee Chair Recruiter/Coordinator.

**Voting tabled until next meeting.**

### **New Business**

- Put bio information of each Officer on the PTO Facebook page.
- Attend presentation by Mr. Schmelzenbach to OKCPS on September 5th – Northeast High School. Time TBD.
- Linda Lightner to post PTO Bylaws and Minutes on Website.

**Adjourned- 11:55**