

PTO Meeting Minutes

Wednesday, April 18, 2018

6:00 pm

Attendees: Michelle Deanes, Karla Bishop, Ms. Lewis, Ms. Reid

Meeting began at 6:05 pm.

BINGO NIGHT – Rescheduled for Friday, May 4, 2018 from 5-7 pm in the multipurpose room. Five bingo cards will be handed out at the door and 2 will be given out at a time when they run out. Pizza slices will be \$1 and chips, canned sodas, water bottles, ring pops and popcorn will be \$.50 each. Money earned from concessions will go toward replenishing what was spent. The game itself will be free, so all can attend. Prizes will be offered (we have plenty of small toys, etc in the PTO closet from prior years). Michelle Deanes will send out flyers and Karla Bishop will post on the Facebook page. The school will email parents and make an all-call. Michelle has popcorn supplies. Karla Bishop will purchase pizza and bring (already purchased) ring pops, drinks and chips. We need help setting up at 4:00 pm as well as help running the event and with clean up.

TREASURER – Karla Bishop gave the treasurer's report. We currently have \$1,429.06 in checking. This is after purchasing snacks for Bingo Night, refunding Michelle Deanes for Bingo Night flyers and paying filing fees for NC Nonprofit Corporation application and IRS Nonprofit 501 c 3 status. We have received official confirmation and documentation from NC Secretary of State and the IRS that both are approved!

BUDGET – Upcoming expenditures are: Book Fair \$25 allotments for teachers (\$625), staff planner calendars (\$260- Karla Bishop will order this week), 10 large chart paper pads (appx \$125 – Karla Bishop to contact Mrs. Lavoie to find out where she ordered from at beginning of school year), field day inflatable rental (\$150 – Karla Bishop will reserve when we know the date), teacher appreciation door prizes (\$160, unless covered by PTO members out of pocket), copies for flyers and teacher appreciation week letters (\$50) and kindergarten manuscript paper. After these expenses, the bank account will have between \$100-250 left to carry over for next year.

FALL FUNDRAISER – Michelle Deanes will run the Believe fall fundraiser in September. Please be prepared to help her out!

PENGUIN PATCH – With 11,000 points earned from prior sales, we were able to get 8 classroom storybooks per grade level, two boxes of 80 count K-cups for the teachers' lounge and a big box of pencils for the school.

TEACHER APPRECIATION LUNCHEON - Friday, May 11, 2018. Michelle Deanes has contacted Chick-Fil-A. With \$400 in gift cards from last year, we are able to cover boxed lunches for 60 staff members. DeVona Waites is currently in possession of the gift cards and will arrange to get them to Michelle Deanes. Chick-Fil-A will provide sweet/unsweet tea and lemonade, table cloths (red), cups and utensils and 10 lunches at no cost. They will deliver to the school at 10:30 am. Michelle has spoken with businesses regarding door prizes. Anew U Massage Therapy will contribute half the cost of a 1-hour massage and Kathy's Kreations will contribute half the cost of a \$50 gift certificate. Floral arrangements will be used as centerpieces and raffled off after the luncheon. Any help with this event would be appreciated!

TEACHER APPRECIATION WEEK – Michelle Deanes will send out a letter to parents with suggestions for donations/gifts each day of the week: Monday – paper and paper products, Tuesday – markers (highlighters and Expo markers), Wednesday – Coffee supplies (K-cups, hot chocolate packets, teas, sugar/sweetener packets, cups, napkins, etc) for teachers' lounge, Thursday – have your child write a letter to their teacher, Friday – any token of appreciation!

TEST MOTIVATION – In lieu of purchasing a large test motivation kit, Michelle Deanes will purchase white paper bags for younger grade level students to decorate and teachers to fill with small candies and other motivational items for grades 3, 4, and 5. There are approximately 165 students in grades 3-5. Testing is at the end of May.

KINDERGARTEN PROMOTION – Michelle Deanes will contact Ms. Sutton to determine what refreshments are needed and has volunteered to provide refreshments.

NEXT MEETING/BANK ACCOUNT CHANGEOVER – A date/time for the next meeting needs to be planned for mid-May. Please email pespto27909@gmail.com with your preferred days/times. It would be beneficial to get leadership arranged for next school year. In the event that no final meeting takes place, Michelle Deanes will be added onto the bank account at First Citizen's Bank prior to June 1, 2018, as she will be the fall fundraiser chairperson. Karla Bishop will be removed from the bank account. Upon election of officers/chairpersons for next school year, others may be added as necessary.