



# GREEN CHARTER SIMPSONVILLE PTO

## PTO Leadership Meeting Minutes

**Date:** 1/29

**Time:** 6:10 pm - 7pm

### 1. Welcome & Roll Call

- Kristen Bell (President), Brishelle Miller (Deputy Membership), Terika Holland (Deputy Hospitality), Ali Webber (Secretary), Megan Surrett (Vice President), Danielle Tebo (Website Coordinator), Jenny Barlow, Jizett Budney, Justin Varnes (Treasurer)

### 2. Approval of Prior Meeting Minutes

- Reviewed and approved previous meeting minutes - Meeting Minutes motioned by Ali Webber, Seconded and Unanimously approved by attendees

### 3. Updates (President)

- Introduction of our new board members:
  - Jessica Sammons/Alona Chastain - Teacher Liaisons - will be reaching out to staff via teams
  - Angelica Gibson - 5th Grade Day Committee - set for May 15th
- Blacktop Project
  - Phase 1 complete – shout out to Megan!
  - Phase 2 - another 4-square and a balance beam, more balls, and another container – this will cover having two “blacktop areas”
- Honor Roll Support
  - Admin asked us to get coupons for Honor Roll students
  - Coupon partnership completed
  - Getting sent out Friday January 30th
  - Participating businesses:
    - Houni's - 15% off coupon
    - Eggs Up Grill - free kids meal
    - Domino's already established for Q3
- Teacher Support
  - PTO purchases
  - Mini Grants
    - Overview and purpose
    - Not as much uptake as expected - 7 applications, 6 approved so far



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- Process: application to Maria to confirm not covered by standard funds, approved by Admin, then approved by each of the Exec Board members, submit reimbursement receipts, check cut
- Reminder will be going out to Teams
  - Possible second phase to reach out through Room Parent chat
- Deadline: March 2nd – to be sure we can process, and see if we need another round

## 4. Treasurer's Report

- General financial health
  - Cash \$24,100
  - Voted a minimum \$5,000 handed over to the next board (reserves)
  - \$3,000 for TA Week
  - RAT grants still have \$3,000 possible applications
    - Coach Kovach working on completing his
    - Nothing requested from Library
  - Mini grant approx \$4,200 still could come out
  - On going staff support - \$1,200
  - Teachers Lounge - \$750
  - Monthly TA - \$125/month = \$500
  - \$16,200
- Financial summary
  - Just under \$13,000 going to next year if nothing from Boosterthon is rolled over
- Mini Grants
  - Amount approved - 5 (\$747.96)
  - Amount reimbursed - \$747.96
- Booster fundraising goal
  - Goal of profit \$30,000
  - Danceathon
    - By Grade
    - Counting number of minutes
    - In Multi Purpose Room
  - Not planning on signing a contract with Booster for next year because RAT went so well
    - Get credit for minutes read
    - Focus on reading
- Priority spending areas
  - Snapshot of teacher appreciation
  - Poster maker machine
  - Laminator

## 5. Secretary's Report



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- Event overview document
  - Create a copy, save with naming convention, fill out “brain dump” of information
  - Goal is to not forget things from one year to the next

## 6. Director Reports

- Communications
- Website
  - Updating events, volunteer opportunities, etc
  - Drive folder for pictures
  - Monthly newsletter to communicate to members
    - Sections: Financial (Justin), Volunteer Opportunities (Ana), Overall Update (Kristen), Teacher Appreciation (Sara)
      - Items can be in bullet point format
- Fundraising
- Volunteer Coordination
  - Booster in Feb/March – Justin’s Team Feb 23rd - March 4th (March 4th distribution day) – items will be dropped off to room 116
  - Tentatively Field Day April 14th and April 16th – only Level 1 needed
  - Teacher Appreciation Week May 4th - 8th – no testing on the 6th, so luncheon volunteers needed with Level 2
  - Spring Book Fair May 11th - 15th, 18th- 20th – Level 2 needed
- Membership
  - Nothing new
- Hospitality
- Teacher Appreciation
  - Feb 6th is “soup”-er bowl
    - Sara working directly with Mrs. Clark
    - Sign-up genius to do chili or soup and other items
    - PTO supplying paper products and toppings
    - Winning chili and soup will get a prize
  - Staff support gave Lauren Carter some birthday love
  - Gibson-now-Taylor needs coverage from Ice Days
- Additional committee updates
  - Holiday shop recap
    - Very successful, kids had a wonderful time
    - Penguin Patch was great to work with, they sent us newer items very quickly
    - Next year: more volunteers (keep in mind sick-season), extend shopping times,
    - Penguin pay and cash both worked well
    - Extra craft things were nice to have
    - Long rewarding days



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## 7. Input

- Feedback and improvement suggestions
- Future ideas and initiatives
- Nominations for next year around beginning of April - Will be a main topic during March meeting

## 8. Closing & Next Steps

- Summary of action items
- Reminder: new initiatives will be evaluated outside of the meeting
- Next meeting is scheduled for 2/26 at 6pm
  - During Booster, possibly in person