

Brinnon Parent Teacher Organization

2018-2019 School Year

President: Britney Edwards * Vice President: Brittany Murray * Treasurer: Sara Gearhart * Secretary: Alicia Simmons

PTO Meeting Minutes, November 8, 2018

Call to Order by: Britney Edwards at 3:35pm

Attending: Britney Edwards, Lisa Johnston, Alicia Simmons, Liz Gilbert, Angela Sparks, Amie Slay, Brittany Murray, Sara Gearhart and Kathi Mueller.

Review of Minutes from Previous Meeting:

September 11 minutes reviewed.

Principal's Report (Trish):

Not in attendance

President's Report (Britney):

Nicky Wiley has been posting PTO events on the FB page.

We are working at a bare minimum calendar this year with the change in roles of most of the board members.

If there is an event you are interested in, please bring it to the board. We will not be able to head any additional events but we will assist/help in any way we can.

Treasurer's Report (Sara):

Expenses so far – Bricks for Kids \$400, Pinocchio \$495, Preschool \$75, Middle School field trip \$300.

Income so far – Fall Festival \$900 before expenses and class funds, wreath donations \$150.

Teacher's account changes – with the addition of a new teacher/class, we will pool the funds allocated to classroom accounts, add the \$150 per teacher budgeted for this year and then divide the pool amongst current teaching staff. At the end of the year, any funds not used will then be pooled and divided amongst the next school year.

We have closed the account at US Bank in Quilcene and opened an account at First Federal in Port Townsend.

Liz Gilbert has a friend, Jen, in Chimacum possibly interested in a bulk purchase of the spring wreaths.

Vice President's Report (Brittany):

Pinocchio play was a huge success! I've invited the Traveling Lantern to return next year. I would also like to give a shout out to Room 2's students and the handful of students who helped set up and take down.

Committee Reports:

Fall Festival was Saturday, October 27 from 5:30pm-7pm. With Trunk-or-Treats at 7pm

- Next year we will need an actual committee with at least two meetings prior to this event.

- Real meal to be provided, not snacks.

- 2019 date will be Friday, October 25. We will request a half day be scheduled on the Friday with the school district.

- A \$47 one time event permit was purchased. In January PTO will purchase a calendar year food permit. A schedule of events and food to be served will have to accompany the application.

- Lisa will relinquish her Plink and Fishing games next year. She will have a scary story in her room instead. She noted that the fishing booth generates a lot of tickets.

- Larger and more signage would be helpful.

- Having prepackaged ticket bags was a big help.
- Discussed changing the main entrance to the other end so that people would file passed the classrooms and hopefully visit them too.
- Liz Gilbert offered to head the Kitchen Committee. Accepted by the PTO Board unanimously. She will head food at all PTO events. She has several years of commercial kitchen experience. She will work with Nicole for access to the school kitchen. She will have the middle school students help with prep and serving. PTO will pay for all student food handling cards.

Fundraising:

World's Finest Chocolate sales – still in process.

Marketing:

We are currently using the BSD website, FB updates, Meet the Teacher, Open house (and other school events), Newsletter, Brinnon Crier, The Bugle, flyers around town and email updates to communicate with parents and the community. We are looking for any additional ideas or suggestions.

Upcoming Events:

On-Site Enrichments - Brittany has scheduled the Reptile Man assembly for March.

Vendor Fair – Scheduled for set up on Friday, December 14 and event on Saturday, December 15 from 10am-2pm. Vendors will pay \$15 for a spot and we will offer table rentals for \$10. Sara and Brittany will have a swag pop-up. Lisa will invite the Taco Truck to participate. There will also be a Secret Santa Shop for students to purchase gifts for their families at \$2 a gift wrapped. Britney will order gift wrap from the GIK donation.

After School Clubs –

Choir going well. We have a few students that seem less than eager to participate.

Movie Makers no update

4-H no update

Teacher Appreciation – Alicia will be taking care of teacher appreciation days, teacher's winter luncheon and other signs of appreciation.

Next event is the Staff Appreciation Luncheon on December 20. It will be a baked potato bar. A flyer was passed around for comments and suggestions. Britney requested our sponsor logo be added to the top. Also suggested we check the PTO closet for cups, bowls and utensils.

Coffee Bar will be set up on January 7 for the return from winter break.

Announcements/Open Floor:

None

Next PTO Meeting:

Thursday, January 10 at 3:30pm in Britney Edward's portable.

- Auction prep will be discussed.

Meeting adjourned 4:35pm