

# PTO Board Meeting Agenda - November 12, 2013 - 1:30pm Church of the Good Shepherd

- 1) **Welcome (October minutes were approved electronically and posted to PTO Blog under Forms/Downloads)**
- 2) **Budget Review**
- 3) **Past Events Review**
  - a. Box Tops - submitted 5,407 box tops; 8<sup>th</sup> grade won grade level contest and will celebrate w/cupcakes
  - b. Everyone came back well rested after our first two week Fall Break
  - c. 7<sup>th</sup> Grade DonorsChoose Document Camera Project completed in one week (\$547)
- 4) **Upcoming Events and New Business Review**
  - a. **Soap Sales** – Ordering period is complete; order to vendor by 11/13/13; delivery by 12/13/13.
  - b. **Spirit Wear** – Orders due November 15th; Long sleeved tees added to “pick your own color” choice.
  - c. **Exploris Craft Fair (school sponsored event)** – Sunday, November 24<sup>th</sup>, 12pm-4pm
  - d. **Winter Thanks** –Collection email to go out December 4; deadline is December 18<sup>th</sup>.
  - e. **Expressions Day Food Drive December 12<sup>th</sup>** – has been approved by Summer; list of items needed received from Tammy Gregory, Executive Director of Shepherd’s Table Soup Kitchen; announcement will be posted to blog before Thanksgiving and then follow up with reminders and a few posters at school
  - f. **Lunch Orders** – Working out details with Tropical Breeze to replace Jimmy Johns for 2<sup>nd</sup> semester.
  - g. **Teacher Appreciation Week** - Date has been set for February 24-28.
  - h. **Frolic - Friday, March 21<sup>st</sup>** –
  - i. **Spring Dance (May)** -
    - i. Kristin has searched high and low for an affordable venue and believes she has the perfect solution for us! KNIGHTS OF COLUMBUS in Raleigh.
      1. Need to select date of dance in May.
      2. Cost is \$100 per hour and \$250 for cleanup. 1/3 due at booking. (6:30pm-9:30pm)
      3. \$250 refundable security deposit required.
      4. The hall holds 150 (attendance has been 134 the last few dances plus chaperones; may need to limit chaperones to 12 max due to space).
      5. They have all the tables and chairs (confirm that they setup/breakdown).
      6. They have a kitchen with ice machine and we can bring our own food. Need to discuss what we will serve – suggestion is pizza and large cookies; eliminate any food with wrappers or that is messy like popcorn.
      7. Need to determine cost of food (based on 135 kids) and add to venue fee to determine cost. Goal is to be less than \$10.
      8. Discuss suggestion by Shannon and Karen for next budget to have PTO pay for majority and charge a minimum amount for the cost of food (say \$5).
        - a. For reference, last dance information:
          - Attendance – 134 students, 5 teachers, 20 or so parents
          - Cost - \$1816.15
          - Revenue - \$2015 (\$15 per student)
          - Cash Flow – Positive \$198.85
- 5) **Principal Updates**
  - a. Will there be an Exploris Showcase in January?
  - b. Possibly...Pass the Hat, Expansion, Lottery, EOG updates
- 6) **Next Meeting** – The next PTO Meeting is a general meeting to take place at school, assuming there is an Exploris Showcase Night. If there is not a school-wide event in January, the next PTO meeting will be a PTO Board Meeting on February 11<sup>th</sup> at Church of the Good Shepherd from 1:30pm-2:30pm.