

# Bremen Elementary PTO Agenda...Executive Meeting

Bremen PTO Meeting

Tuesday, July 26 · 12:00 – 1:00pm

Google Meet joining info

Video call link: <https://meet.google.com/raz-kkbj-ci>

Or dial: (US) +1 470-745-0616 PIN: 187 716 924#

Meeting minutes in blue

Attendance & Welcome : Stephanie Householder, Stephanie King, Sarah Broceus, Samantha Brown (google meet), Roger Nott - The executive meeting was called to order at 12:10pm by President Stephanie Householder at Rushcreek Pub & Grub.

## I. Reports:

- Principal: Mr Nott introduced himself and talked about new staff that had been hired this summer. At this point in time he had no new reports.
- Treasurer: Sarah Broceus is our new treasurer this year. Our current balance is \$10, 784.44. She reported that she is working on becoming more familiar with the online systems. There was a brief discussion between the attendees of our current PTO budget for the future. Stephanie King made a motion to accept the treasurer's report. Seconded by Roger Nott.
- Secretary: Samantha Brown (attending via google meet) is our new secretary. Last year's minutes are available on the google drive. Stephanie King offered to keep minutes this meeting since Samantha was at home ill. A motion was made by Sarah Broceus to accept old minutes available on the drive. Seconded by Roger Nott.
- President: Stephanie Householder is our new PTO president this year. She shared some ideas and updates that she had from her summer meeting with outgoing President, Christina Venrick.

## II. Events/Fundraisers updates:

- a. Right to Read: School year theme. Moriah Allen is in charge of Right to Read (end of year)
  - i. Staff SuperHero Shirts. In the past principal money I believe has been used. Have staff shirts before open house but have order forms at open house for students and families. Hover-Sam...Sent etsy SVG files for ideas. Set up an online shop for shirt color, size and decal. Back of the shirt will say Bremen Elementary..."There's a H.E.R.O in all of us!" H-elpful E-ncouraging R-espectful O-penhearted
  - ii. Stephanie H. will be finalizing ideas for the Superhero theme shirts through Hover Apparel. Once set, Roger will send out an email to all staff. Roger will use principal fund money to purchase these staff shirts, if there is money left. If not, PTO may have to purchase staff shirts. The hope is to have these shirts in time for open house night. Shirt orders will be available to families.

- b. Fall fundraisers - PureVida bracelets 6-8 week turnaround? talk to pleasantville to get 50? School super hero shirts? Heavenly Dips? Krispy Kreme? Mums? PTO paypal account
  - i. A motion was made by Sarah B. to purchase 50 PureVida bracelets at \$4.00 each as a fundraiser. With the hope that we will need to purchase more. PTO will sell them for \$8.00 each. The motion was seconded by Stephanie H.
  - ii. A motion was made by Roger Nott to continue to do the Heavenly Dips fundraiser in the fall. Seconded by Sarah B. Stephanie K. has agreed to run this fundraiser again this year. Dates for the fundraiser will be determined at the next meeting.
  - iii. Stephanie H. is going to look into Krispy Kreme vs. Mum fundraiser for fall as well
- c. open house Aug 15 for bremen 5-7
  - i. PTO table- Christina Venrick can do first half
  - ii. Amazon smile kick back with QR code? Kroger kick back also
  - iii. Kona Ice outside during open house?
  - iv. ask teachers to put out sign up sheet for parents to be PTO class rep
  - v. Photo Booth with props "It's going to be a Super School Year"
  - vi. Executive Officers as superheroes with actual faces and comic bubble stating name and office at table
  - vii. PTO stats so people know what we do for Bremen Elementary
  - viii. Meet your bus driver- Mr Nott thoughts and contacting Dan Reary
  - ix. A motion was made by Stephanie K to approve a \$100 budget for supplies for Open House. A second was made by Roger Nott.
  - x. Stephanie K. will be calling Tony at Falcon's Nest about a Food Truck for Open House night. If food truck is available, PTO will be paying tab for staff. If not, Stephanie K will look into another meal option for staff.
  - xi. Roger is going to contact Bus Garage about a way for families to meet bus drivers, etc.
- d. Breakfast Club 7:45-8:30 two days split by alphabet so siblings can be together in September?
  - i. three set ups all the same
  - ii. order food through cafeteria
  - iii. have movie on stage and coloring activity for kids who have parents leave prior to 8:30 (PTO covers)
  - iv. Stephanie K will contact Dianna Browning about using cafeteria orders for Breakfast Club days. The decision was made to do two days in the same week. (A-L last names and M-Z last names) Roger will be looking into possible dates before Fair Break and let us know at the next meeting.

III. Other Discussion:

a. Executive officer duties

- Pres. Stephanie Householder- be in use of PTO email to keep staff requests, teacher communication, and ordering organized
- VP- Stephanie King support President, help with facebook posts, PTO as a whole
- Sec.- Samantha Brown- take minutes electronically at each meeting, email all meeting minutes to Deanna Throckmorton each month for school website
- Treasurer- Sarah Broceus - keep accounts balanced, treasurer report each meeting, renew all tax forms and amazon accounts each spring before May.

b. future planning

- i. Staff member of the week first parking spot by the sidewalk closest to the school (randomized list of staff, go down list throughout year, announced on Friday before by Christina, mirror tag)
- ii. treat cart once a month to advertise meetings (candy, fruit, gatorade, pop the week before)?
- iii. Teacher Rep? sign up genius, ask each teacher to come to one meeting a year
- iv. nail down one hour time for meetings 4:30pm vs 6pm
- v. do remote google meet keep it catchy in our advertising (\$5 gift card raffle at every meeting to all in attendance even remotely)
- vi. PTO bulletin board?
- vii. Stephanie H discussed several of these ideas with the group. These will be further discussed at the August meeting.

c. Teacher requests

- i. 3rd grade teachers requesting 75 cookie sheets (25 each classroom) 9x13 \$1.25 from Dollar Tree
- ii. Nicole Stemen requesting 32 plastic mesh zipper pouches at \$33.99.
- iii. Nicole Stemen requesting Magnetic Spice Rack Set of two at \$33.99.
  - 1. Stephanie K made a motion to approve 85 cookie sheets instead of 75 to account for additional students. Stephanie H seconded the motion.
  - 2. Stephanie K also made a motion to approve Nicole Stemen's requests. Seconded by Sarah B.
- iv. Madison Stewart requesting Secret Stories be purchased for their classrooms, \$150, one time purchase
  - 1. Stephanie K made a motion to approve this purchase. Motion seconded by Roger.

IV. Adjournment:

Dates made for this year's meetings: 8/23, 9/22, 10/25, 11/29, 1/24, 2/28, 3/28, 4/25, 5/23  
Stephanie K made a motion to adjourn the meeting. Motion seconded by Sarah B.

**Next Meeting: Aug 23, 2022 4:30pm Bremen Elementary library**

