

Bonnie Brae Elementary School PTO
Meeting Minutes
July 22, 2024

I. Call to Order: 7:06 PM ET

II. Attendance

In attendance:

- A. **Board Members:** Suheylya Lasky, Melissa Lowden, Erica Witty, Michelle Atkin, Ken Rigberg, Kelly Argyros
- B. **BBES Staff:** N/A

III. Welcome

- Introduction of new PTO Board members.
- Review of the structure of the PTO:
 - Past President - Suheylya Lasky
 - We still need a new President for next year!
 - Two Co-VPs of Fundraising - Michelle and Ken
 - Two Co-VPs of Programs - Sarah and Erica
 - Treasurer - Melissa
 - Secretary - Kelly
 - Committees (not Board positions)
 - Inclusions
 - Staff Appreciation
 - Cultural Committee

IV. Review of 2024-2025 Events Calendar and Budget

Events Calendar - General

- We have three main types of events: fundraisers, programs, and events.
 - This year we would like to build out a timeline for communications.
- Lessons learned: Don't put too much on the calendar! This affects our ability to recruit volunteers and leads to event fatigue in the community.
 - No more than one event per month.
 - No more than one restaurant night per month.
- Need to confirm school calendar with Mr. Birge so we can start planning restaurant nights.
- This year: Add volunteer check-in for events.
- PTO meetings occur on the third Wednesday of every month (7 total PTO meetings for the year - every other meeting is in person and every other is virtual).

- No events in August. Events start in September.
 - September 4th is back to school night - avoid this date for other events (to confirm with Mr. Birge).

Events for the 2024-2025 School Year - Month-by-Month

- **September**
 - Outdoor movie night (**20th**) - purchase license day of so we can also use it in the winter and in the following fall
 - Sept. 18 PTO meeting
 - Restaurant night TBD
- **October**
 - Fall ASPs
 - Fall Fest (18th?) - Request from staff: Can we separate the book fair and fall festival? Book fair is scheduled for the week of the 20th.
 - To research: can the dance be held during the Fall Fest?
 - Virtual PTO meeting
- **November**
 - No large event
 - Restaurant night
 - In-person PTO meeting
- **December**
 - Inclusive schools week
 - No major PTO-sponsored event
 - Sign-up geniuses for gift cards for staff
 - No PTO meeting
- **January**
 - Winter ASP starts
 - Bingo for 6th grade - check with 6th grade in September (tentative date: January 24th)
 - Virtual PTO meeting
- **February**
 - Valentine's Day Lunch (need a few parent volunteers)
 - Restaurant night?
 - PTO meeting (in-person)
 - Readathon (fundraiser) - Feb 24th - March 7th.
- **March**
 - Virtual PTO meetings
 - Staff basketball game (tentative date March 27 - needs approval from Robinson)
 - Restaurant night TBD
 - Virtual PTO meeting 3/19
- **April**
 - "This Is Us" cultural night event (Bonnie Brae event) - April 10
 - No PTO meeting (spring break)

- **May**
 - Staff appreciation May 5-9
 - PTO meeting (with elections) May 21st
 - Spring carnival - May 16th (should not be the same as teacher appreciation week)
 - Restaurant night TBD
- **June**
 - No events or meetings

Events for the 2024-2025 School Year - Open Questions

- Need to pull bylaws and check when we need to nominate positions for the next year.
- Need to confirm the school calendar with Mr. Birge so we can start planning restaurant nights.

V. Budget

- Budget analysis for 2024-2025 included looking at places where we met expectations, where we exceeded expectations, where did we fall short, where can we update.
- Review of budget (\$94,250.00)
 - Notable changes:
 - No Boosterthon this year (less fundraising income without it)
 - After School Programs - considered less of a fundraiser and more of a benefit (intend to break even here)
 - Added budget line item for marketing
 - Notable increases in budget line items:
 - Field trip expenses up in recent years
 - Would like to increase number of assemblies this year
 - Supplies and equipment
 - Recess equipment (will we need more with construction)
 - Upcoming: \$125 budget per teacher per year for classroom needs

VI. Discussion

- New PTO-run event for staff: Stock the Lounge
 - The room parent coordinator will work with room parents to stock the staff lounge (one grade per month).
- Financial reconciliation report incoming and needs two reviewers - proposed Erica and Kelly.

VII. Adjournment

Meeting closed at 8:35 pm ET.