

Banneker Elementary School

PTO Meeting Minutes

October 4, 2017 9:30 AM

Attendees: Tina Martin, Sarah Nace, Megan Rafalski, Brandi Bishop, Mary Arden, Susan Strong, Kelly Nash, and Susan Walker

President's Report: Brandi Bishop and Kelly Nash

- *Volunteer status*
 - *Identified Winter Family Night Coordinator (Megan Rafalski) and Field Day Coordinator (Drew Bishop)*
 - *Need SEAC representative and LEAP volunteer. PTO can pay LEAP dues.*
- *Upcoming PTO events*
 - *Otium Cellars Family Night – 10/13 6:00 – 8:30PM.*
 - *Need 4 volunteers to assist with pizza and raffle ticket sales. (Megan Pizza Sales, Tina and Stacey Raffle Tickets/first shift)*
 - *Small silent auction and raffle to end at 8:00. Cash/check only.*
 - *Photo booth (2 photos for \$5), balls, corn hole for children.*
 - *Jar for assemblies/Planetarium?*
 - *Teacher Treats (Presented by First Grade) - 10/19*
 - *Send email to teachers before event letting them know what to expect (Susan).*
 - *All teachers and staff to benefit from monthly teacher treats.*
 - *Coffee at Common Grounds - 10/25*
 - *Election Day Bake Sales - 11/7*
 - *Flyer distributed on Friday 10/6.*
 - *Sign up Genius for volunteer time slots from 6:00AM – 1:00PM.*
 - *Mrs. Walker suggested to allow teachers opportunity to donate baked goods.*
 - *Set up the night before.*
 - *Baked goods needed.*
 - *Turkey Trot – 11/21*
 - *Parent Liaison donation. \$500.00*
 - *Suggest morning run for students by grade level. 20 minutes per grade, event complete by lunchtime. Parent volunteers needed to pass-out bracelets. Order large quantity of bracelets in order to not run out.*
 - *Drink area for volunteers/warming station - inside school. Mrs. Walker volunteered her classroom if space is necessary.*
 - *Email blast/Connect Ed (Mr. Carter)/sticker reminders the day before for students to come prepared with hats, gloves, warm jackets and sneakers.*
 - *Brandi will print stickers and have the teachers distribute them to the students.*
 - *Middleburg Parade (Third grade One to the World project) - 12/2*
 - *Mrs. Lynch is creating the float as the Third Grade One to the Word project– December Around the World.*
 - *Send flyer home to invite students to walk with the float?*
 - *Clip board to maintain child check in check out for safety.*
 - *Parent volunteers required to help during the parade and at Hill School.*

Banneker Elementary School

PTO Meeting Minutes

October 4, 2017 9:30 AM

- *Stacey Mallonee will provide trailer.*
- *Need candy/candy cane donations.*
- *Wagons with candy to help with candy distribution, rather than having students approach moving float.*
- *Blue Christmas hats - should the PTO fund hats? PTO will check to see if hats are still in basement.*
- *Forget it Fundraiser*
 - *Takes place of Gift Wrap sales and 100% of proceeds go to PTO.*
 - *In lieu of traditional fundraisers.*
 - *Letters distributed in October.*
 - *Our goal is 100% participation and any amount is welcome.*
- *LVHS Scholarship (requirements, timeline, funding)*
 - *PTO approved \$500.00 for scholarship.*
 - *Mr. Carter to work with LVHS. Susan volunteered to act as liaison if needed.*
- *Book Fair October 16 – 20*
 - *Make a flyer to distribute at Otium (McGuinness) and on PTO Facebook page.*
- *Spirit Wear sales will be ready in October.*
 - *On line store is up and ready to go.*
 - *Beth will create flyer and send to Susan to distribute.*
 - *Spirit Day will be announced after sales are complete.*
- *Box Tops due 10/27. No expired Box Tops or Labels for Education.*
- *Original Artwork will be distributed mid-October.*
 - *Need to modify art for 2018. Artwork should reflect student progression.*
 - *Maybe create artwork at home to sell in Original Artwork for 2018?*
- *After school Makerspace/Sports Club.*
 - *PTO will promote it to parents to get parent volunteers in order to offer a more robust program for the next session.*

Secretary's Report: Susan Strong

- *Improving communications:*
 - *PTO section of Banneker's website including calendar up and running.*
 - *PTO invitations translated to Spanish using teacher volunteers/Google Translate.*
- *Banneker family directory. A to Z app coming soon. If families want to use the on-line app, they must provide an email address. Susan to distribute flyers that Meredith has from the company.*

Treasurer's Report: Mary Arden

- *Voted on expenditures/allocations.*
- *Additional allocations will be considered after fall fundraising events.*

Banneker Elementary School

PTO Meeting Minutes

October 4, 2017 9:30 AM

Description	Requestor	Amount	Funded	Comment
Bird Feeding Station	Walker		No	Ecology committee to review request.
Books on CD for Kindergarten	Allen	\$150.00	Yes	Books on CD can be \$25/book. What direction are the schools going for reading/technology in the future?
Scissors	Allen	\$50.00	Yes	
Middleburg Parade - Third grade One to the World project	Lynch	\$200.00	Yes	
Spelling City	Lynch	\$67.00	Yes	
Reflex Math*	General	\$1,400.00	Yes	Not to exceed \$1400. Usage data needed for consideration for 2018-2019 school year.
Third Grade Field Trip to Blandy	Lynch	\$100.00	Yes	
Bard Shirts	Duggan	\$186.30	Yes	
First Grade Field Trip to Discovery Museum 5/3	Hendershot	\$303.00	Yes	
Traveling Planetarium	PTO	\$700.00	No	Tabled to next meeting.
LVHS Scholarship	PTO	\$500.00	Yes	
IXL Math Software*	General	\$1,400.00	Yes	Not to exceed \$1400.
Wildlife Ambassadors	PTO	\$250.00	No	Tabled to next meeting. For Ecological committee consideration
Parent Liaison	PTO	\$500.00	Yes	Donation from Turkey Trot proceeds.

**PTO needs to determine usage rates of software prior to license expiration. Should occur in the spring and could be a possible Donor's Choose campaign.*

Principal's Report: Robert Carter

- *5th grade School Store. Parent volunteer needed to track funds for weekly school store event (rather than daily). Tabled to next meeting. Fifth grade parents should coordinate.*

Banneker Elementary School

PTO Meeting Minutes

October 4, 2017 9:30 AM

Teacher Liaison: Susan Walker

- *Concern was expressed about joining the PTO Facebook group and maintaining teacher privacy. The Banneker PTO Facebook page is a private group where no identifying information is shared. Teachers can use it to promote class events, Donor's Choose campaigns, etc. It's voluntary to join.*

New Business

- *Please send photos from school events to caitlin.craun@lcps.org to be included in the yearbook.*
- *Spring Fundraisers*
 - *Read a Thon - Whoosreading.org.*
 - *The need for additional fundraisers depends on the success of fall events.*