

MEMORANDUM

To: The Barbara C. Jordan PTO File
From: Connie Bobo
Subj: Meeting Minutes for PTO Meeting – August 22, 2018
Date: August 24, 2018
CC: Anita Carter-Foley, President

This memorandum provides a summary of the August 22, 2018 PTO meeting for the Barbara C Jordan (BCJ) PTO. Meeting began at 6:08pm, adjourned at 7:30pm. Total minutes: 82 minutes

Members Present: Anita Carter-Foley, Robyn White, Ashlee Baker, Connie Bobo

1. Call meeting to order (A. Carter-Foley)
 - a. Offices were voted on and determined that: Anita Carter-Foley would serve as President. Ashlee Baker would serve as Co-President later changed to Parent Liason. Connie Bobo would serve as Secretary. Robyn White would serve as Vice President. Janet White is the Treasurer. Ashlee will speak to Ms. Ashford about being Key Communicator (all parent communication goes through her) *need her email address
2. BCJ PTO Overview and Introductions (A. Carter-Foley):
 - a. 2018-2019 School Calendar of Events has been drafted and includes many of the PTO activities. Each month was reviewed. The PTO Fall Festival will need to be moved from Halloween Night. The “Trunk or Treat” should be done at the same time as the Fall Festival.
 - i. **Action Item:** Curriculum Night is next week. What is the theme? Can we prepare welcome gifts to encourage participation of parents on the PTO? **Suggested Solution:** Anita will follow up on Curriculum Night theme. Connie and Anita will prepare cards to attach to the mints for “invitational gifts to the PTO.” We will need to eliminate food for Curriculum Night because we don’t have enough time to get the principal’s signature for sponsorship approval. We will offer meals for Bingo Night in September.
 - b. Email addresses were collected for all parties present.
3. PTO Recruitment:
 - a. Hand out information at Curriculum Night/ Open House
 - b. Create a board for Curriculum Night including goals, dates, time, events and mission statement
 - c. Robo calls to the parents
 - d. Trifold brochure (needs to be created and submitted for approval)
 - e. Create a Facebook page

- f. Ashlee will update and maintain the PTO page on the District website
 - g. Ashlee will identify our Board Liaison and extend invite to meetings
 - h. Meeting held first Wednesday of each month from 6:30-7:30
4. Goals for the school year
 - a. Increase parent participation and involvement in events and activities
 - b. Encourage academic success through special events, acknowledgments, etc.
 - c. Request teachers create a criteria for Honor Roll for each grade level
 - d. Increase student field experiences
 - e. Ashlee will text PTO Mission Statement from last year

 5. Events and Activities (day trips quarterly)
 - a. Bill Pickett Rodeo
 - b. Lamberts
 - c. Ice Cream Social
 - d. Movie theater 24:1
 - e. Wonders of Life in Springfield, MO
 - f. Urban Air- St. Peters
 - g. Lego Land in KC
 - h. Grade level events

 6. Fundraisers
 - a. Two major events/fundraisers
 - b. McTeacher Night (first fund raiser)
 - c. Popcorn (Poppportunities)
 - d. Breakfast With Santa
 - e. Candy Bars
 - f. Gift Basket Raffles
 - g. Taste of BCJ ?
 - h. Yard/Garage Sale ?

 7. Promotions within the School
 - a. Request a Bulletin Board
 - b. Inquire about a display case
 8. Reviewed and modified key dates on the agenda
 - a. Teacher Appreciation/ SSD/ Librarian- May 6-10
 - b. Principal's Day- May 1
 - c. Custodian Week- October 2
 - d. Food Service Week- May 3
 - e. Administrative Assistant- April 22-23
 9. Building Use Requires Permission- Ashlee will complete necessary forms
 10. Ashlee will obtain copy of Tax Exempt Letter for PTO purchases
 11. Parent Teacher Conferences- PTO will supply food when within budget
 12. Bingo Night- September 19
 - a. Order prizes

- b. Procure game
- c. Secure food
- d. Request microphone and tables
- e. Reserve Café

13. Trunk or Treat/Fall Festival

- a. Date October 26 6-8 p.m.

14. Paragraphs and Pajamas March 13- collect donated books

15. PTO Year Long Honor Roll Field Trip May 15

16. Adopt a Family- PTO to adopt 1-3 needy families for Christmas

- a. Social Worker to provide referrals

17. Next meeting September 5 at 6:30 in BCJ building

END

Connie Bobo
Name
Secretary

August 24, 2018
Date

Anita Carter-Foley
Name
President

August 24, 2018
Date