



## PTO MEETING September 18th 2019 / 8:00 AM / CAFE

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**ATTENDEES:** 22 attendees (PTO - 4, Admin - 1, General - 17)

### AGENDA:

**Call to order at 8:01 am**

**Introductions**

**PTO Board**

- President: Dana Wilkins
- 1<sup>st</sup> Vice President: Tiffany Sheffield
- 2<sup>nd</sup> Vice President: Jessica Rundle
- Treasurer: Kris Beers
- Secretary: Jaimie Fuerherm

**Administration**

- Principal: Mrs. Boyd

**Old Business**

**Vote to Approve Previous Meeting Minutes**

- Print out was not available for meeting, but was posted on FB and Website.
- Verbal summary was provided and suggestion to move on without vote was general consensus.

**New Business**

**Treasurer's Report**

**Reimbursements**

- \$15,028.21 does not show 3,000 removed for last month's vote.
- \$1,332.50 - We have surpassed our year end goal of \$1,312 with our round 1 sales.
- \$132.50 - 76 magnets to sell. We will look for other ways to promote and sell magnets.
- \$8.00 - Donations were from consolidation of t-shirt order form confusion and parents allowing for money to go back to school.

**Requisitions**

- Operating:
  - Cart for PTO - Approved line item - Cost was \$186.90. \$113.10
  - Annual Insurance - \$255.00 cost and paid

**President's Report**

**Vote Yearbook Allocation Funds**

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- ❑ The recommended proposal is to allocate yearbook funds to the Music department based on their request to enhance the sound system and purchase higher quality microphones. Overall this will allow for the students to hear themselves and the music on stage and allow for overall sound quality for all.
- ❑ A second proposal was suggested in meeting to allocate funds to 2nd grade for the purchase of Sunshine State books. Due to other means of funding being provided for this effort it was decided overall not to vote on this proposal. At this time PTO provides 2,000 per year to book purchases and provides grade level funds for purchases. Further investigation will be done by nominator to see if there is still a gap and how we could help support efforts.
- ❑ Motion made to allocate Yearbook funds to go to Music Department:  
Andrea MacDonald Motioned to approve, Trupti Patil Second, 16 in favor, 0 opposed, 0 abstained. Motion passed.

### **Yearbook Sales and Ads**

- ❑ Yearbook sales: 170 have been sold as of September 17, 2019.  
Ads for yearbook: Two options will be available for purchase: business card size \$15 and quarter size \$30. Ad sales will begin in January. Yearbook committee will limit the number of pages sold to balance overall cost. This year 15 more pages we added due to an increase of students. Ads are only for 6th grade students. Ad money goes directly to 6th grade class and issued to offset the cost of dance. Pictures for the yearbook are provided by teachers and Beth, committee chair, takes pictures of approved students. The cover is a contest within 6th grade and is voted on in STEAM. They must follow the rules, top 8 were selected by Admin and than the kids vote on final.

### **Vote School Supply Pack Company**

- ❑ A motion was raised to continue to use the same company as last year for School Supply Pack and renew contract. Bonus reason to vote now is to qualify for the company's promotion to give Quest a chance to win a \$1000 if we sign up this month. Christina Hattermann Motioned to approve, Charna Berry Second, 19 in favor, 0 opposed, 0 abstained. Motion passed.
- ❑ Supply packs are purchased by parents/guardians per student and grade level. This year PTO delivered all packages directly to the classroom to streamline and add convenience for parents and teachers. PTO plans to do this next year with support from volunteers.

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- ❑ Dana and School Supply Company sales rep are seeking a volunteer/chair to shadow Dana and become the school supply lead. As a thank you for taking on this role you will receive a free school supply packet. You will get a free school supply packet.
- ❑ Supplies are delivered to school 1st week of August.
- ❑ Online order forms will come out during the March timeframe.
- ❑ This year all kids received pink headphones, this was an oversight by company and it will be corrected next year to only supply gender neutral colors. If someone is truly dissatisfied with headphones they may contact PTO to have corrected. PTO has corrected a few already. This past year we upgraded the quality of supplies from last year decrease the need to replace poor quality. We add no more than \$5 as profit to most, but make exceptions and adjustments to the higher price point packets to help balance the costs.

### **Spirit Sale**

- ❑ The 1st Spirit Day will be October 25th. T-Shirt and Magnet sales went really well. We will continue to sell magnets and will have a second sale for shirts later in the year. Shirts should come in 1-2 week of October.
- ❑ Get ready to earn some brag tags, spirit bracelets, prizes, etc. Volunteers will be looking for spirit wear in car loop, side walks, hall ways and bus loop.
- ❑ The 6th grade shirts were ordered and should be in soon.
- ❑ There is a color per grade if child does not have an official shirt. Colors are: K - Orange, 1st - Light Blue, 2nd - Neon Blue, 3rd - Red, 4th - Teal, 5th - Green, 6th - Maroon
- ❑ Suggestion was made by attendee to have higher end t-shirts such as tie-die, baseball style and/or active wear. A generic Quest shirt for all grade levels and supporters. It was noted in the past that there were generic Quest spirit shirts but there was low turnaround and there is limited space to hold inventory. Dana suggested to have additional discussion after meeting to see if there's a possibility and interest.

### **Upcoming Volunteer Opportunities**

#### **Donuts with Dad & Dudes**

- ❑ Donuts with Dad and Dudes is scheduled for Tuesday, Sept 24 (A-K) and Friday, Sept 27 (L-Z). Seeking RSVPs for head counts so we do not over/under order. Please send in RSVPs. We will be seeking plating and pouring volunteers. Prepping the night before and plating/pouring day of. Krispy Kreme has donated 120 donuts and provided discount for each additional dozen at \$4.50.

#### **Book Fair**

- ❑ Starts this week, September 19th and doing well with volunteers. See posted Sign-up Genius, if you would like to volunteer.

#### **FUN RUN**

- ❑ Jessica and Dana are heading it up FUN RUN this year. WE REALLY NEED volunteers. We are seeking a minimum of 2 volunteers per grade

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level the week of October 7 through 11, to help distribute prizes each morning. The target is to complete the distribution between 8:00 am and 8:45 am. The theme this year is Western. Keep an eye out for Quest being converted into an old western. Kick-off and Pledging will begin October 3. Videos and prizes each day. PTO has booked a DJ. We have used before at Quest Fest. The DJ will come out and do all announcements. Cheer your grade and then stay later. WE NEED HELP day of event on October 11 (Early Dismissal). Come to see your child and volunteer at the same time or come before or after too!

- ❑ Time slots: 3rd & 5th - 8:15 - 9, 4th - 9:15-10:05, K & 1st - 10:15-11:05, 6th - 11:15-12, 2nd - 12:10-12:55

### **Art Night**

- ❑ Art Night will be held October 22nd. The event is free. We plan to have approximately 7 art/craft stations. We had wanted to use food trucks but were unable to get a response back. So we will be selling food packets in advance for \$6. Right now the packets will be from Chick Fil A with two options sandwiches or nuggets with cookies, chips and a drink. Subject to change as we finalize plans. The cost will be \$1 more than last year due to the type of food being offered. We plan to focus more on Art Night at our next month's meeting on October 16th.

### **On the Move**

- ❑ WE NEED VOLUNTEERS or this program will not run. At this time we have no volunteers. We need a minimum of 2 volunteers per day on Tuesdays and Thursdays. Volunteers walk students, weather permitting from 7:30 to 7:45 am outside on fenced in school grounds. For more information please contact PTO, this is a wonderful program to help kids stay active, socialize and get their sillies out.

### **Hospitality Committee**

- ❑ Staff Treats tomorrow, September 19th. There are still a couple spots open, need help with cleanup. You may drop off food to Sandy and/or place on cart at the front door. Food will be set-up in the teacher's lounge.

### **Other Business**

#### **Spirit Day/Nights**

- ❑ Question was raised on how much money was received from August Chilly Spoon Spirit Day. Total stated was \$75. It was also noted that it was the day everyone came back from storm.
- ❑ Gios, new gelato parlor, will be doing a spirit month, the whole month of November will be Gio month!
- ❑ We are also working with Blaze Pizza and potentially Urban Air
- ❑ Stay tuned for more exciting Spirit Days/Nights/Months!

### **Announcements and Dates to Remember**

- ❑ Fun Run Kick Off **10/3** and Fun Run **10/11** - **Volunteers needed**
- ❑ Chilly Spoons Spirit Day - **October 4 - All Day - Located by Home Depot, all day**
- ❑ Staff Treats - **October 17 - Donations needed**
- ❑ Next PTO Meeting - **October 16 - 8:00 am**

**Adjournment at 8:53 am**

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**Frequently Asked Questions:**

- ❑ Where do I find the Signup Genius to volunteer - [Signup Genius Links](#)
- ❑ How to become a volunteer - Go to [www.brevardshools.org](http://www.brevardshools.org) and fill out the volunteer application. Go to district office on Judge Fran Jamison Way to get fingerprinted. You will be emailed your status of approval. The initial annual fee is \$35, and then there is a renewal fee each year.
- ❑ To find out the happenings at Quest go to <https://www.brevardschools.org/QuestES>
- ❑ To stay connected to PTO go to [www.facebook.com/QUESTELEMENTARYPTO/](http://www.facebook.com/QUESTELEMENTARYPTO/)
- ❑ Have an idea? Share it with us at [QuestElementaryPTO@gmail.com](mailto:QuestElementaryPTO@gmail.com)

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