

**Circle Benton Elementary**  
**PTO Meeting**  
**August 5, 2019 6:30 – 7:30PM**

Meeting duration: 75 min | Call to order: 6:33pm | Meeting end: 7:48pm | Attendance: 18

**Officer Reports:**

**Secretary:** May 2019 Minutes – Read, motioned, seconded and accepted.

**Treasurer:** May 2019 check register reviewed, motioned, seconded and accepted.

**Room Mom Coordinator:** Sign-up sheet at PTO table on back to school night August 13<sup>th</sup>. Looking for volunteers to be room parents – responsible for Fall Party/Valentines Party.

**Communications Coordinator:** Responsible for all emails and the PTO Face book page. Available to help set up Signup Genius signups.

**President – 2019 Board Goals – Carry over from last year:**

- **Electronic document storage of all PTO fliers, records, etc:** We will have a Google doc's account where all of these will be stored for historical information so that we don't have to create things from scratch or try to find information on food quantities purchased for events, etc.
- **Increase picture presence on website/Facebook of school and PTO activities:** Take more pictures at events as well as of things that the PTO has done for the school and share them. We are going to change the Facebook to just be Circle Benton Elementary (leaving off the PTO) and give Mr. Leis access to add pictures and posts.
- **Increase knowledge of what PTO supports for the school and increase help/attendance:** We are going to increase efforts to make PTO more visible at events with increased signage about what PTO does and how it benefits the children.

**New Business:**

- **2019-2020 Budget:** 2018-2019 actual vs. budget submitted for review; 2019-2020 Budget – Reviewed, motioned, seconded and approved.
- **Back to School Night – Tuesday, August 13<sup>th</sup> – 5:30-7:30PM:** Format for the evening is come and go for parents and children to meet their teachers and drop off supplies. PTO will have a table manned by board members to greet parents and answer any questions about what we do. People working the table will have buttons identifying them as CBE PTO personnel. Also have information on the Dillon's community rewards program and how it helps raise money for the PTO.
  - Discussed having magnets to hand out. In order for people to keep them they probably need to have more than just our information on them. Include numbers for CBE, CMS, CHS etc. Offer sponsorships to Kwik Shop, Dollar General, Hoover Mowing – for a sponsorship we will include their information on the magnet. Won't have these ready for Back to School night – maybe out with the directories?
- **Boo Hoo Breakfast – 8:00 to 9:00 am Thursday and Friday:** Breakfast for kindergarten parents doing first day of school drop offs. Need to decide where to hold this. Amy May will take care of getting donuts and juice. Will have flyers for Boo Hoo Breakfast at Back to School night – with packets in kindergarten class rooms.
- **Trash Bag Sale vs Mum Sale:** Our fall fundraiser will start shortly after school starts. Need to communicate what the fundraiser is going towards – make advertising "Help Us Reach Our Goal" and

explain what that goal is. We will have to purchase prizes this year. The gift cards were a big hit last year. May also do a secondary sale of Mum's this year to give people an option. Taisha will check into sizes and prices for the Mums.

- **Book Fair & Family Night – Tuesday, September 3rd – 4:30pm to 7:30pm:** Darci will set up a sign-up genius for library and barbecue workers. Amy May and Melissa Smith will take care of purchasing food. The grill has been cleaned up and is ready to go.
- **Parent Night at Stearman – Friday, September 13<sup>th</sup> 6pm:** PTO will again host a gathering hopefully at Stearman to allow parents and teachers to meet one another and hopefully to spur interest in PTO. PTO will provide some appetizers. Need to check with Stearman to see if we can do entertainment and to ask if they will discount any food. Suggestion of a 50/50 pot for the door prize was made. Need to have flyers to send home with students. We also need to contact the 6<sup>th</sup> grade class to see if they would want to provide childcare if a place could be located to do it.
- **Dinner Night Out Coordinator:** Fund raising opportunity where many of the local restaurants such as Freddie's and Papa Murphy's will work with us to set up a night that a portion of the sales will come to us. Natalie will locate places to set this up on an every other month basis.

#### Updates:

**Principal Update:** Pre-K still has 5 spots open in the PM. Swing set is not complete – the company sent incorrect bolts but have provided information on how to fix.

**Counselors Update:**

**Teachers Update:**

**Library Update:**

**Benton Backyard:** Benton Backyard has not been fully utilized recently. Suggestion to reform the committee that used to be in existence to take care of the space and grow things. Maybe start an after-school club? Amy, Taisha and Tawnya will work on it.

**Box Tops Coordinator:** New app available – no more clipping! Can just scan receipts! Will provide information to parents and still take paper ones this year.

**Thursday Moms:** Information on what this group is and does. Discussion of supplies needed and some wishes also such as a Cricket.

Meeting adjourned: 7:48 pm

**Next PTO Meeting: Monday, September 9th, 6:30pm in the school library.**