



PTO MEETING MINUTES

Wednesday, November 14, 2018 5:30 PM

The meeting was called to order at 5:35PM in the Title I Resource Room by President Daphne Bousquet.

11 members were in attendance (per the PTO Sign In Sheet): Felicia Anderson, Carole Dyce, Yolanda Miller, Shae Brown, Daphne Bousquet, LaShanta Taylor, Deborah Belcher, Annette Sullivan, Dionne Lewis, Jade Bolton, Sharon Jones

APPROVAL OF MEETING MINUTES – LaShanta Taylor, Secretary, provided copies of the minutes from the August, September, and October meetings, which had not been formally approved in the prior meetings. Dionne Lewis made a motion to approve the minutes from the August 2018, September 2018, and October 2018 meetings. Carole Dyce seconded the motion and all voted in favor of approval.

PTO DISTRIBUTION LISTS – LaShanta Taylor discussed the creation of PTO distribution lists to ensure that PTO communications (i.e. meeting minutes, financial reports, general information) are sent to the appropriate people. It was decided that there would be a PTO Board Distribution List and a General Member Distribution List. The General list would include anyone who has attended a PTO during the current school year. PTO updates in the Week At A Glance will inform all parents that the meeting minutes have been posted to the school's website. LaShanta Taylor will create and maintain both lists and provide to PTO Board Members.

BUDGET/TREASURER'S REPORT

- Grant requests - Deborah Belcher, Treasurer, provided an update on the grants that were approved at the previous meeting. Since the last meeting, a check for about \$2,200 was written to the school to fund the approved grants.
- Treasurer's Report – Deborah Belcher discussed the October Budget/Actual report and significant transactions during the month. Deborah also mentioned that Publix will no longer accept fundraiser cards. Instead, shoppers have to register for an account online and link your account to Flat Rock's PTO. This information will be communicated to parents again in an upcoming WAAG.

GRANT APPROVAL PROCESS - Since the last meeting, the PTO has received 2 additional grant requests from teachers. While we are already over budget in this category, the group discussed the ability to fund additional requests as this is the primary purpose of the PTO. The group also discussed how to handle any more requests that may come as the school year progresses.



After a lengthy discussion, the group decided to develop a process to collect and approve grant applications. There will be 2 cycles for grant requests, one in the Fall, shortly after school begins, and another after the holiday break for the 2nd half of the school year. Felicia Anderson made a motion to approve the development of a grant approval process with 2 cycles for requests. Shae Brown seconded the motion and all voted in favor. The board will work on finalizing the process and setting specific dates for each cycle.

The Treasurer will review the budget and make a recommendation for finding funds to approve additional grants for our teachers.

UPCOMING EVENTS – Daphne Bousquet discussed the upcoming PTO Events.

- Duty Free Lunch – November 30th and December 14th
- Holiday Lunch – December 14th
 - Principal Bolton mentioned that Sandy Creek’s culinary arts program contacted her about their culinary services. This may be an option for this event and/or future PTO events. Big Daddy’s has catered the lunch in the past. Volunteers are needed to assist with the lunch.
- Spring Fling – February 8, 2019
 - This date is final. Need a volunteer to head this event
- Talent Show – March 8, 2019
 - Dionne Lewis and Shae Brown gave an overview of the plans for the talent show, including plans to incorporate a fashion show into the event. The committee is contacting school clubs and teachers for participation. The group provided several ideas for the show. Shae Brown is putting together the planning committee.

COMMITTEE REPORTS

- Monique Williams is no longer the Teacher Liaison for the PTO. Dionne Lewis will be her replacement.
- *Volunteers* - Carole Dyce discussed finding volunteers for the upcoming events. Since the beginning of the year, 47 volunteer requests have been filled. She is still working on increasing parent participation and plans to attend school events to encourage parents to sign up to volunteer. She is also working on having PTO communications translated into Spanish to encourage participation by Hispanic families as well.
- *Ice Cream Social* – Felicia Anderson: Students really enjoyed the event. 65- 6th graders, 92- 7th graders, and 104 -8th graders attended the ice cream social for the 1st grading period. A few six graders missed the A/B Honor Roll ice cream social due to a field trip so the PTO purchased ice cream passes for those students.
- *Box tops* – We submitted box tops worth \$112 last month and should receive the check in December.



- *Principal's Report* – Principal Bolton thanked the PTO for the grant to assist with the upgrade of the teachers' lounge. The teachers are very appreciative of the new space. She also thanked the PTO for planning the reception following the Veterans Day assembly. The Realtor tour went well last month. Attendees were very impressed with all 3 schools in the area.

ADJOURNMENT by President at 6:55PM

Next PTO Meeting: Wednesday, December 12, 2018

Minutes recorded and submitted by LaShanta Taylor, FRMS PTO Secretary