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- I. **CALL TO ORDER 6:35**
 - II. **APPROVAL OF MINUTES** - December 12, 2017 meeting minutes unanimously approved
 - III. **APPROVAL OF AGENDA**
 - a. Adding dining night out - unanimously approved
 - IV. **PRINCIPAL'S REPORT** - *Stacy Geale (absent)*
 - a. Vice Principal - *Toni Rosenquist*
 - i) Staff meeting occurred earlier today.
 - (1) Didn't get to discuss budget in detail.
 - (2) Asking for budget summary handout electronically. Jennifer will send that to her.
 - (3) Shared budget shortfalls to help teachers better understand limitations.
 - ii) Awning project is possibly being abandoned. If so, PTO would recoup those funds which are approximately \$2k.
 - iii) 50-50 Raffle
 - (1) District has no problem if PTO holds the raffle.
 - (2) PTO cannot earn more than \$10k from the raffle and it cannot be the primary source of PTO funding.
 - (3) Teachers cannot sell or be part of advertising but they can be the caller at the raffle.
 - iv) Career Day 3/16.
 - (1) More volunteers are needed from diverse backgrounds.
 - (2) Any volunteers should be directed to contact Lindsay Birbeck
 - V. **TEACHERS' REPORT** - *Sarah Widmer & Sara Bryant*
 - a. Sarah Widmer -
 - i) PTO classroom liaison was not approved by teachers. They do not see it as necessary.
 - ii) An idea to get more attendance at the monthly PTO meetings might be to recognize individuals with a certain amount of volunteer hours. This can be done through the volunteer system.
 - iii) Carnival 5/18
 - (1) The staff agreed that 2-3 booths per grade levels would be enough. If it is going to be assigned to each grade ISC would also like a booth.
 - (2) Sara would like to get a list of the games for teachers to sign up to help with.
 - (3) If we can get a sign-up sheet created the teachers will begin to recruit volunteers.
 - iv) Field Trips
 - (1) Sarah has a rough list of most of the field trip dates. Most of them will be occurring in May.
 - (2) The highest funding need is for transportation.
 - (3) The MAX is a good option and teachers are trying to leverage MAX whenever possible.
 - v) Kindergarten wants to know if they can buy plants for the school garden out of their budget if there is money left. Heather will follow up with them as she has a greenhouse and can start specific varieties for the classrooms.

- vi) The teachers were brainstorming on how we can show parents how the money is utilized for classroom supplies. Teachers could send pictures of their students and class to show what their money is being spent on. Toni commented we may be able to use part of the community bulletin board to display this. Sarah will begin collecting pictures.
- b. Sara Bryant
 - i) Some of the staff that do not have regular classrooms would like to have access to SCRIP order forms. Sara suggested putting some order forms in the staff room so they are always on hand. Melanie will take care of getting the SCRIP order forms in the staff room.

BOARD MEMBER REPORTS

VI. TREASURER'S REPORT - Jennifer Lieb

- a. Current Budget v. Actual
 - i) As of December 1, 2017 there was \$21,011.45 in the PTO bank account.
 - ii) Throughout the month of December there were \$3,724.54 in cleared checks and \$6,583.60 in deposits.
 - iii) The month ended (December 31, 2017) with a reconciled balance of \$23,870.51 on the statement
 - iv) There was an additional \$3,187.99 in uncleared checks.
 - v) We need to raise an additional \$5,113.93 in fundraising to cover the additional spent in this fiscal year by last year's board and have \$5,000 left at the end of the school year to roll over.
- b. Budget Summary
 - i) Under our current budget 58% percent goes to field trips and classroom teacher expenses
 - ii) Profits from Beaver Dash and Book Fair were above expectations which helps the budget deficit.
 - iii) Approximately \$4k expenditure approved on last years budget was submitted and paid in July. With this additional field trip budget for ISC and classroom supplies for part time staff we will need to raise an additional \$5100 in order to carry the required \$5000 in to the next school year. The reason for the \$5k is to help fund the Beaver Dash which occurs in October. The Dash shirts cost nearly \$4,500. The PTO is optimistic they will be able to obtain sponsors but this is not a guarantee.

VII. VICE PRESIDENT'S REPORT - Jeanie Zamarripa-Lee

- a. Dr. Seuss Week 2/26-2/28
 - i) It will be a short week as there will be no school on 1st and 2nd for school conferences.
 - ii) The plan is to focus on literacy ideas, i.e. making bookmarks.
 - iii) Movie night is planned for the friday before and with The Lorax movie.
- b. Cookie Dough Fundraiser - 3/5-3/20
 - i) Working to plan a meeting with the company rep the last week in January.
 - ii) Will ask about having samples for parents to try during conferences, Feb 1st and Feb 2nd, along with handing out the fundraising packets to ensure they make it home rather than sending home with the students.

- c. Mod Pizza Dining Out - 2/6
 - i) This is an all day event so please spread the word.
 - ii) Will promote on Facebook
 - iii) Will provide stickers to send home with kids
 - iv) Will plan to spread flyers to nearby businesses to promote

VIII. VOLUNTEER COORDINATOR'S REPORT - Heather Jespersen (Proxy)

- a. Call to Action - Volunteers Needed!
- b. January Movie Night -
 - i) CARS 3 is the movie
 - ii) Sarah Widmer will come and help volunteer
 - iii) It was suggested that instead of red vines sell fruit snacks with the popcorn.
- c. Anyone who wants a volunteer badge with their photo please contact Jessica Gibberson (Volunteer@Beaveracrespto.org)

IX. STUDENT DIRECTORY - Nisha Elliot (proxy)

- a. It is nearly ready for electronic publication. Final work on the formatting is being done.
- b. It will be password protected. The password will be shared with teachers to distribute to families.
- c. In this format it will be updatable as necessary

X. PRESIDENT'S REPORT - Heather Jespersen

- a. Spring Dance 4/6
 - i) The date has changed to Friday, April 6th, 6:00 - 7:30 pm
 - ii) Valerie will chair with a possible co-chair. She will check with Bridey to see if she is still interested in co-chairing this event. If not the PTO will find a co-chair through the volunteer system.
 - iii) Planning meeting will be held in early february.
 - iv) Any volunteers please contact Valerie (Liaison@beaveracrespto.org)
 - v) Administration wants PTO to stay mindful of lyrics and content in music
- b. Book fair (See Carnival Breakout Session)
- c. Field day 6/14
 - i) Planning meeting will be held with the PE teachers January 29th at 3pm to find out what the PTO responsibilities are.
 - ii) Will discuss Fall 2018 Beaver Dash as well

XI. OPEN FORUM

XII. BREAKOUT SESSIONS

- a. Fundraising
 - i) Future fundraising ideas include:
 - (1) See's Candies
 - (2) Krispy kreme
 - (3) Jamba Juice
 - (4) School Store

- (5) Additional DNO
 - (6) Coupon Books
 - (7) Coupon Cards
 - (8) Spring Book Fair
 - (9) School Calendar
 - ii) The breakout group concluded selling additional items could present a burden for families/students and could negatively impact cookie sales
 - iii) The following were unanimously agreed upon to be the simplest to implement and take the least funds/resources:
 - (1) School Store
 - (a) Valerie Rojas will Chair this
 - (b) A set schedule will be created with a communication plan
 - (c) Chair will work with Treasurer on how to track profit
 - (d) There is current inventory in place so there is no need to purchase items at this time.
 - (2) Spring Book Fair (Around 5/18)
 - (a) Jeanie Zamarripa-Lee to Chair
 - (b) Will meet with Scholastic rep to discuss
 - (c) At least one evening date to coincide with Carnival on May 18th
 - (i) There will need to be a different set up to allow for more people to browse. Jennifer will talk to the librarian and find out if the book fair could spread out through the library to make more room for the one evening.
 - (ii) Jennifer suggested that the Rotary Club may be able to help volunteer that evening to run the book fair since the PTO will be busy with the Carnival the same night.
 - (d) Will work to create a marketing recruitment plan
 - iv) Promoting cookie dough sales and increasing excitement and awareness can increase sales from last year.
 - v) Promoting existing events (DNO and Boxtops) could help fill fundraising gap
 - (1) Jeanie will work with Dollie on Box tops
 - (2) Will work with Communications Officer to promote events more and educate families on where funds are spent at Beaver Acres
 - vi) Calender to be kept as an option to look at for next school year. Will mark for discussion on future agenda.
- b. Carnival 5/18
- i) Session included Alexis, Kellie, Jennifer, Heather and Stephanie (recorder)
 - ii) Went through the list of last years games and decided on the ones that would be most enjoyed this year.
 - iii) Will have an information/sign-up table at Future Ready Night (Feb 1) and Art 4 Smarts (April 12)
 - iv) Book Fair will coincide with the Carnival the week of May 14th
 - v) Ideas:
 - (1) Super Play can donate free play cards
 - (2) Need to find who has the mini golf mat

- (3) Need Blue Dye for the duck races (outside)
- (4) Use tennis balls instead for the Spoon/Ball game
- (5) Need hula hoops and a football for football toss
- (6) Need (2) cornhole games
- (7) Look in to the zoo to bring info on their cultural pass or the THPRD nature mobile
- vi) Need to contact WaCo 911
- vii) This should be a free event and elimination of the passport and “Big Prize” may alleviate some stress on the part of organizers and volunteers.
- viii) Jennifer and Heather will be in charge of getting all the games in place
- ix) Nisha will lead promotion
- x) Alexis and Heather will be the leads on vendors
- xi) Jessica and Val will be the volunteer leads
- xii) Kellie will be the lead on concession foods.

XIII. ADJOURNED AT 7:40

IMPORTANT DATES:

January 19th:	Movie Night - Cars 3
January 15th:	Martin Luther King Jr Day - No School
February 1st:	Future Ready Night
February 2nd:	No School
February 6th:	Dining Night Out - Mod Pizza - Cedar Hills