



Hilliard Bradley High School PTO

Meeting – Zoom
January 11, 2022
Meeting Notes

Topic	Presenter(s)
Welcome and introductions: Jerri Letcavits, president; Brooke Germaine, secretary; Karen Polling, treasurer; Frances Robbins, spirit night coordinator; Cami Kowalski, teacher representative; Stephanie Lambert, vice president; Bill Warfield, principal.	Jerri Letcavits
Approval of Minutes – December 14, 2021 Meeting: <ul style="list-style-type: none"> Approved Brooke will get new minutes posted on the website. 	Brooke Germaine
Principal's Update: <ul style="list-style-type: none"> Coffee cart a success. <ul style="list-style-type: none"> Next one is in March. Cami will get google form to get staff preferences. Reaction to COVID? Virtual? Stay in school? Mr. Willford explained that the district is doing everything possible to stay in person. Some other events and meetings may change to virtual. 	Bill Warfield
President's Update / Fundraising <ul style="list-style-type: none"> Celebration of Excellence request for April 13, 2022 <ul style="list-style-type: none"> PTO asked to provide cookies and water (napkins, plates, vinyl table covering). 400 students. Voted to budget \$200 to cover the cost. PTO will need to be there 6:40-8:40 for set up and clean up. T-shirt update <ul style="list-style-type: none"> Sold 19 items during the December sale making a \$300 profit. Due to the current situation with supplies, Powell Prints will be taking a loss to fulfill orders. Orders that are ready will be sent an email next week. T-shirts will be saved to sell next year. Someone will need to get shirts from Jerri for storage. For next year, think about illuminating styles to speed up production. It was decided NOT to sell shirts at the Basketball game January 26 7pm. PTO next year: <ul style="list-style-type: none"> Presenting at Freshman orientation is not going to happen due to it moving to virtual. Possibly adding info in the presentation that will be shared with parents. Jerri will reach out to Memorial to send out info asking for help for next year. Positions for next year <ul style="list-style-type: none"> Treasurer: Karen can stay on VP: Stephanie can stay on Secretary: Brooke can stay on Need: President and ISPTO representative Update on teacher awards <ul style="list-style-type: none"> Teacher draw for Massage was given to EL teacher Sarah H. A \$25 gift card is also available for future drawing. Teacher and Staff Appreciation Week <ul style="list-style-type: none"> Budget is \$500. Discussion of how we may need more. Will reach out to the community for discounts and donations. Asked Bill to communicate if the school receives other donations like last year to plan accordingly. 	Jerri Letcavits

<ul style="list-style-type: none"> ○ PTO will do nice soaps (20 bottles) in bathrooms (10-12) and TP (2 big blocks). <u>Jerri</u> will go to Bath and Body Works sale for soaps while the sale is going on. TP will be purchased from Sam's Club. ○ Other ideas at this time include reaching out to Texas Roadhouse (rolls are popular with staff), Ann and Tonys Restaurant, Olive Garden. Cami suggested a big lunch would be better than smaller things throughout the week. ● Senior cupcakes <ul style="list-style-type: none"> ○ Approximately 450 cupcakes will be needed. ○ Sam's Club will be the best price. ○ Voted to add \$200 to the budget to cover the cost. 	
Treasurer's Update <ul style="list-style-type: none"> ● Checks collected from the PTO mailbox: <ul style="list-style-type: none"> ○ Powell Prints \$1953.48 and Kroger \$339.18 ● Accounts need to be updated so Karen can access. <u>Jerri</u> will work on making email and phone number changes. 	Karen Polling
Spirit Nights <ul style="list-style-type: none"> ● McAlister's Deli in April. ● <u>Frances</u> is working on future events. ● <u>Frances</u> is able to reach out to restaurants to ask for gift cards for Teacher of the Month. ● Social media will be updated as new events are scheduled. 	Frances Robbins
New Business: <ul style="list-style-type: none"> ● Scholarship Discussion: <ul style="list-style-type: none"> ○ Bill will get the word out about the scholarship. ○ Timeline: March 4-the applications will be due. April 3-PTO needs to have made a winner selection. April 8-names are due to Bradley. ○ Every effort will be made to scratch out names before applications are read. ○ Change on application to have all info emailed to PTO instead of Guidance. ○ <u>Frances</u> will make changes to the application and get all needed info to the Guidance office. 	Frances Robbins
Adjourn at 8:15 pm	
Action List: <ul style="list-style-type: none"> ● <u>Brooke</u> will get December minutes posted on the website and make sure the website is updated. ● <u>Jerri</u> will purchase soaps from B&BW during sale. ● <u>Jerri</u> will update accounts so Karen can have access. ● <u>Frances</u> is working on future Spirit Nights. Social media will be updated with new info. ● <u>Frances</u> will make changes to the scholarship application and get all needed info to the Guidance office. 	