



Hilliard Bradley High School PTO

Meeting-McCalister's Deli

August 10, 2021 7pm

Meeting Notes

Topic	Presenter(s)
Welcome and introductions Those in attendance: Jerri Letcavits, president; Stephanie Lambert, vice president and ISPTO rep; Karen Polling, treasurer; Brooke Germaine, secretary; Bill Warfield, principal; Frances Robbins, spirit night coordinator	Jerri Letcavits, president
Principal's Update Bill Warfield was very supportive of helping the PTO in any way. He will help with the following: -publish a weekly announcement (need to Tersea Mummer by Wednesday, latest 3:30 Thursday) -ask for teacher rep to attend meetings this way any request can be brought to PTO as well as keeping communication open with teachers -ask if teachers would be willing to give \$5 for conference meals -will repost social media posts (asked to be tagged in posts for twitter) -supportive of this year's changes and keeping communication open	Bill Warfield, principal
PTO 2021-2022 suggested priorities Our priority this year will be to focus on how we can support students and teachers in the classroom. Some changes in priorities have been made: -Teacher conference meals (x2) Not sure with our funds this is a priority. Asking for \$5-10 from teachers who would like dinner on conference evenings (Mr. Warfield will check with staff). -Teacher coffee carts (Sep, Nov, Jan, Mar) -Staff appreciation (May 2-6) This is for all staff. PTO to provide small acts of appreciation this week. -Celebration of Excellence refreshments? -Financial hardship assistance (i.e., AP courses, senior Keystone courses, student clubs) Helping students is the first priority. -Bradley Cares & Shares (Students/families in need during Holidays) Helping students is the first priority. -Senior scholarship Last year we were able to give a \$1000 scholarship, and are making this a priority this year. Reviewed PTO guidelines sent by the district to ensure we are meeting	Jerri Letcavits, president

requirements.	
PTO communications & responsibility -Principal's weekly email (send to Tersea Mummert by Wednesday, latest 3:30 Thursday)--Jerri -Twitter--Frances -Facebook, Instagram and PTO Webpage--Brooke Webpage to be updated once login info is received (changes were given for updating)	Jerri Letcavits, president
Treasurer's Update -2020/2021 Audit report Pending. Jerri and Karen are working to complete the audit report -2020/2021 Finances* Reviewed and no changes were made -IRS Form 990 filing* -Fidelity Bond* *Jerri Letcavits, outgoing treasure, to provide update	Karen Poling, treasurer Jerri Letcavits, president
Fundraising -Freshmen Parent Meeting, Aug. 12 Jerri will arrive at 6:00 to set up. Stephanie, Brooke (iPad), and Frances are able to help as well. A table will be set up to collect donations (QR code (Brooke create) to PayPal Giving Fund, PayPal Here to collect credit card donations, cash, check). Jerri will create an information slide with info and speak briefly. -Bradley Open House September 15 A display table will be set up. -Kroger Rewards -Spirit Nights Goal is to have spirit night 1x per month! Getting the word out on all social media platforms and email will be key! -Bradley Mom/Dad t-shirts Jerri is reaching out to t-shirt saler to get details.	Jerri Letcavits, President Frances Robbins, Spirit Night Coordinator
New Business -Meeting date, time, location Meetings will be the 2nd Tuesday of each month at 7pm. Location is TBD. Tentative pending schedules work out. Next meeting will be on September 14. -New ideas were explained in the categories above.	
Adjourn Meeting was completed around 8:15.	