



Hilliard Bradley High School PTO

October 10, 2023

Meeting Minutes

Topic	Presenter
<p>Attendees: Kathe Daniel, President; Bill Warfield, Principal; Jeff Schumaker, VP; Victoria Bradley, ISPTO; Karen Poling, Treasurer;</p>	
<p>Old Business:</p> <ul style="list-style-type: none"> ● Approval of Minutes – September 13, 2023 (approved by: 1st Mr. Warfield, 2nd Karen P.) 	
<p>Board/Committee Updates/Reports:</p> <ul style="list-style-type: none"> ● Principal's Update: <ul style="list-style-type: none"> ○ Career Fair 700 Students attended. ○ Homecoming 900 attended, all safe. ○ Parent Teacher Conference upcoming / Quarter ends Friday 10/13. ○ PSAT upcoming. ○ OMEA upcoming, need for volunteers. (N.H.S student hours, JAD Ambassadors) 	Bill Warfield
<ul style="list-style-type: none"> ● Treasurer's Report: <ul style="list-style-type: none"> ○ Kroger Rewards <ul style="list-style-type: none"> ■ \$18.95 ○ T-Shirt Sales <ul style="list-style-type: none"> ■ \$0.00 ○ Paypal <ul style="list-style-type: none"> ■ \$40.00 ○ Finances <ul style="list-style-type: none"> ■ Bank Balance as of 9/2023: \$9,316.77 ○ Fidelity Bond <ul style="list-style-type: none"> ■ \$ 	Karen Poling
<ul style="list-style-type: none"> ● Spirit Nights Report: <ul style="list-style-type: none"> ○ Penn & Beech Candle Co. - Dollars & Scents, 20% of Sales ○ October end of month event to be scheduled - Mandi. ○ Spirit Night brainstorm promotion ideas – Mandi <ul style="list-style-type: none"> ■ Hanging Flyers in School: There are a couple areas that Mr. Warfield thinks future flyers would provide better exposure. One in particular is the Teacher Bungalow, Media Center. Flyers in school he can get these posted when provided. ■ Principal E News: Yes, the PTO Secretary has provided communications to Mr. Warfield. He requests information by Wednesday of the week to be included. ■ PTO E blasts and PTO Facebook: PTO has a very small number of email addresses which have been compiled from last year and this year Coffee Cart Sign-up genius, as the District is not able to provide PTO with parent email information. Currently there isn't an assigned person on PTO who sends out information for PTO E blasts; it's been handled by committee. I can share the list with you so when Spirit Nights are scheduled you are able to reach these individuals. ■ Local Neighborhood: Great idea. You've captured a good group. Those neighborhoods which PTO Board members live in which you haven't captured will 	Jeff Schumaker

<p>be handled by the remaining PTO Board members. Timberbrook Neighborhood Group, Thornapple Highlands HOA...</p> <ul style="list-style-type: none"> ■ Other School Groups: No, as they are looking to capture \$ for their groups. ■ Flyers on Windshield: No, as don't want flyers tossed into the campus parking lot and become litter for maintenance staff to clean up. ■ Teachers: Mr. Warfield to announce in teacher/staff meeting. ■ Daily Announcements: Yes this is an excellent idea. 1 week before need information sent to Mr. Warfield and this will be addressed in the morning announcements the week of the Spirit Night. <ul style="list-style-type: none"> ○ Texas Roadhouse request to attend PTO meeting ○ Mandi - Texas Roadhouse – Monthly Gifting Limit <ul style="list-style-type: none"> ■ Texas Roadhouse frozen rolls with butter sale for Thanksgiving and Easter (prep for March). Last time was 2019 when PTO sold rolls. ■ Teacher Potato bar – Staff Appreciation ■ PTO meeting in conjunction with a Spirit Night – Meeting at TRH side room <ul style="list-style-type: none"> ● ISPTO Meeting Update: <ul style="list-style-type: none"> ○ Dues \$35.00 ○ Sept 26th Meet the School Board candidate Forum - Video ○ Meetings will be on Sept 19th, Oct 17th (Davidson), Nov 14th (Bradley) ● HEF update: <ul style="list-style-type: none"> ○ 	<p>Victoria Bradley</p> <p>Jeff Schumaker</p>
<p>New Business:</p> <ul style="list-style-type: none"> ● Coffee Cart - October 19th. All items have been donated by parents, no need to purchase anything. ● 2023-24 PTO Budget <ul style="list-style-type: none"> ○ Reviewed and Approved. <p>Future 2023/2024 Plans</p> <ul style="list-style-type: none"> ○ Staff appreciation May 6-10, 2024 (Lunch, Soap, Toilet Paper) ○ Celebration of Excellence (Cookies) ○ Cap and Gown Pick-up (Cookies) ○ Financial hardship assistance (Keystone packets) ○ Senior Scholarship 	
<p>Adjourned: Around 6:15 pm.</p> <p>Next meeting: <u>Tuesday, November 14, 2023, 5:00 pm</u></p>	
<p>Action List:</p> <ul style="list-style-type: none"> ● Karen update approved 23/24 Budget and distribute. ● Karen file IRS form 990 (January). ● Victoria creating signup genius for coffee cart. (Nov 29th, Jan 31st) ● Jeff get new minutes posted on the website. ● Jeff update language on PTO webpage. ● Jeff pulling together a master list of social media accounts passwords. ● Kathe continue to reach out to McAllister's Deli and Wendy's to get our checks. ● Mandi working to get checks from Texas Roadhouse and Habaneros. ● Mandi talk to Texas Roadhouse about the roll and butter sale for Thanksgiving and Easter. 	
<p>Important Calendar Dates: 2023-24 School Year</p> <ul style="list-style-type: none"> ● September 20 – Be Well, Prevention, Awareness, and Recovery Event, 5 pm, Darby High School ● September 25 – Board of Education Work Session, 6:30 pm at Central Office ● September 26 – ISPTO Meet the School Board Candidates, 6:30 pm at Darby High School ● September 30 – Bradley Homecoming Dance ● October 9 – Board of Education Meeting, 6:30 pm at Horizon Elementary ● October 18 – Parent Teacher Conferences ● October 18 – Coffee Cart (1 of 4) 	

- October 20 – No School
- October 18 – Parent / Teacher Conferences
- October 20 – No School – COI Day
- October 23 – Board of Education Work Session, 6:30 pm at Central Office
- October 24 – PSAT10/NMSQT – All Sophomores & Registered Juniors
- October 25 – Tolles Representative – All Sophomores
- November 6 – Board of Education Meeting, 6:30 pm at Weaver Middle School
- November 7 – No School
- November 16 – Fall Band Concert
- November 18 – Hilliard Idol Finals
- November 21 – Sophomore Tolles Visit
- November 22, 23, 24 – No School
- November 27 – Board of Education Work Session, 6:30 pm at Central Office
- December 13 – Coffee Cart (2 of 4)
- December 5 – Board Community Conversation, 9 am, at Central Office
- December 11 – Board of Education Meeting, 6:30 pm at Beacon Elementary
- December 12 & 13 – Bradley Winterfest
- December 20 - January 2 – Winter Break, No School
- January 3 – Students return to class
- February 14 – Coffee Cart (3 of 4)
- May 8 – Coffee Cart (4 of 4)
- May 6 – 10 Teacher Appreciation