

# MINUTES

## Thornebrooke PTO Board Meeting

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*Date | time* 09/27/2019 / 09:40am | *Meeting called to order by* Karissa Martin & Dena Reyes – Co-presidents

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### In Attendance

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Christine Howlett, Vicki Woodyard, Jussara Post, Lilibette Brown, Sher Lobos, Daniela Taquechel, Kristine Skelin, Nichole Lane, Delfina Adames, Debra Zambito, Allison McMullan, Jennifer Elzeer, Danielle McCoy, Liz Rusnak, Anne Hetzel, Lisa Hiracheta, Allison Leffler, Carolyn Stewart, Joanne Grace, Annabelle Lindsay, Lynne Schaber, Julie Soares, Cheryl Scruton, Brie Boers, Amber Dodd, Allison Taliaferro, Jennifer Julian, Lauren Whittington, Nicole Castelyn, Shelly Upchurch, Laura VanBaalén, Lisa Hiracheta, Adriana Alpizar, Janine Wheeler, Amy Reinert, Candace Barnes, Arlene Hard, Toniann Lentine, Karissa Martin, Dena Reyes, Christopher Daniels

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### Fun Run Kick-off meeting

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Fun Run – Mind Spark Mystery Lab goes West (Wild West theme). Class Leaders asked to assist with flag decorating, daily encouragement, reminder emails, sign up for prize delivery, and marking number of laps.

- October 1 Kick-off
  - October 2-11 Daily character trait videos, school-wide challenge and incentives
  - October 11 Fun Run!
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### Old Business

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Board meeting called to order at 9:40. First order of business - approval of August Board Meeting minutes. Motion to approve by Jennifer Elzeer. Seconded by Jennifer Julian. All in favor. Minutes approved as presented.

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### Principal's Report

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- Mr. Daniels thanked everyone for coming to the Fun Run meeting.
- He was happy to see so many families come out to the Family Fun Night and Open House. Over 75% of families participated. Thanks to the PTO for helping with both events.
- He mentioned that he is proud of his staff, including his new teachers. Many teachers work well before and after contract hours. Kudos to them!
- Thornebrooke started a “hello” campaign to spread kindness. Ms. Miller, the school counselor will be putting on a program for kids later in October.
- Progress reports have gone home. If you have any issues, please contact your child’s teacher.
- October 16 is a long Wednesday due to high school testing.
- Thanksgiving Monday make up hurricane day has been waived. The other make up day will be either October 17<sup>th</sup> or 18<sup>th</sup> (to be confirmed).
- Budget – the first 10-day count has been turned in. With those numbers, our school has earned extra money for our student count. This helps give us some flexibility with our budget.

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## Treasurer's Update

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- Jennifer distributed the budget and highlighted a few things. She pointed out that our membership drive is going well, but numbers aren't quite where they were last year. Corporate sponsorship and spirit sales going well. Income for ESE shirts will be put into a separate line item.
- Family Fun Night – reminder that this event is not intended to be a fundraiser, although we did bring in \$1800 (that doesn't account for event expenses).

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## New Business

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Jennifer proposed the following line item adjustments to the 2019-2020 TES PTO Budget (please see attached budget):

1. This year we created a new line item for kindness ESE shirts. We did not budget enough to cover the cost and need to increase to the amount shown in the budget.
2. Cashbacks - Request to add an additional \$100 to budget for prizes
3. Spirit Night – Because our first spirit night at BurgerFi and Jeremiahs was such a successful spirit night event, we'd like to disperse the additional income from our First Spirit Night as the PIE disbursement line item, giving the increased amount to Mr. Daniels for his use in celebrating teachers' successes.
4. Membership Incentives – We have exceeded proposed budget and need to increase to cover these costs. However, we have exceeded our membership donation goals by more than enough to cover the additional expenses.
5. Family Fun Night – Because the event was so well attended, our cost exceeded the proposed budget amount. We need an expense increase as indicated in the budget presented at the meeting, but the event income covers the additional expenses. Need to adjust line item by \$250 in order to offset more expenses.

The budget adjustments were motioned to be approved by Christie Howlett and seconded by Toniann Lentine. All in favor. Changes approved.

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## Committee Reports

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- **Cashbacks** - Our first submission date (Nov. 1) is approaching. Prizes given to three students each month entered in raffle. Lollipops for class bringing in the most box tops (Pops for Tops). Reminder that box tops is going digital. New app scans receipts for all new box tops.
- **Spirit Nights** – Chipotle spirit night brought in over \$600! No spirit night in October. NYPD in November and possible movie night in December.
- **Family Fun Night** – Great idea to combine event with Pinwheels for Peace and Book Fair. It was a well-attended event. PTO sold out of pizzas and Chick-fil-A. Will need new chair next year.
- **Faculty Snack** – Krista Constanza organizing. October faculty snack will be a Super Hero theme. Thanks to all for donations (fruits & veggies, cheese & crackers).
- **ESE** – October is Down Syndrome Awareness month. Wear kindness shirts on October 1.
- **Red Ribbon Week** – runs from Oct. 28- Nov. 1. The guidance counselor will run shows for kids. Poster contest and themed days. More details to come.

Meeting adjourned at 10:07am

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## Upcoming Events

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- Fun Run Pledge week (October 1-11)
- Fun Run Day – October 11
- Down Syndrome Month – Wear kindness shirts Oct. 1
- AR Store – October 3
- Red Ribbon Week October 28-Nov 1 (poster contest dates 10/21-10/24, winner announces 10/28)
- Food Drive & Turkey Jars – Nov. 4-8
- Veteran’s Day Activities – Monday, Nov. 12
- Angel Tree goes up in the lobby – Friday, Nov. 13
- October Board Meeting – Friday, Oct. 25