

Parkwood Middle School PTO Board Meeting Minutes

Tuesday, April 5 at 6:30pm

Executive Board and Committee Chairs

President – Kerri Lowery	Spirit Wear – Jennifer Wheat
Vice President – Neva Helms	Fundraising – Ashley Capone
Treasurer – Angelica Hernandez	Events – Lauren Jenkins
Secretary – Adrienne Jaquith	Teacher Appreciation – Melanie Otwell
Spirit Rock – Stephanie Vill	

Attendees: Kerri Lowery, Neva Helms, Angelica Hernandez, Adrienne Jaquith, Stephanie Vill, Melanie Otwell, Trish Culley, Lauren Jenkins, Sumer Smith

- **Welcome**
- **Old business (Adrienne)**
 - Approved March Meeting Minutes (motion made by Stephanie Vill, seconded by Neva Helms)
 - Financials will be posted on the website along with meeting minutes moving forward
- **President Update (Kerri)**
 - 2022-2023 Board Nominations and Voting Process
 - Stephanie Vill has committed to running for Secretary; current President/VP/Treasurer plan to run for re-election. No other nominations for executive board have been submitted
 - President will continue discussions with current Committee Chairs to determine who is coming back next year and where new Committee Chairs are needed.
 - EOG Needs – Proctors will be needed; may ask local churches for assistance, if parent volunteers aren't found
 - End-of-year Food Trucks – this is an ongoing discussion to have Food Trucks provide the end-of-year lunch for teachers
 - Committee Chairs are asked to complete Event Forms with Lessons Learned to post to PTO Google Drive; document will be shared by year end
- **Vice President Update (Neva)**
 - **Events (Lauren)**
 - 6th Grade Social Recap – overall positive experience with a smaller group of students! Several parents commented that they appreciated having an Admin (AP Williams) was appreciated.
 - 7th Grade Social Overview
 - Concerned about having enough volunteers
 - Start communicating Social date (4/29) NOW before Spring Break; post on FB and on website
- **Budget Update (Angelica)**
 - Budget overview
 - We are currently in good standing
 - Minimal profit from 6th Grade Social but was not intended to be a fundraiser; purchased more snacks than were needed but they can be re-used for 7th grade event
 - **Hospitality/Teacher Appreciation Update (Melanie)**

- April Snack Day – no money was spent; used items in PTO closet
- Teacher Appreciation Overview
 - Monday – PTO sponsored lunch by Romo's (BBQ); need 6 volunteers for Duty Free teacher lunch and 3 media center volunteers
 - Tuesday – Snack Day/El Vallarta chips & salsa
 - Wednesday – Admin provided lunch
 - Thursday – Bagel breakfast
 - Friday – Sweet Treats
- **Secretary Update (Adrienne)**
 - April Birthday Cards delivered
- **Round Table**
- **Next meeting**
 - Summer Planning meeting date/time TBD
- **Adjourn**