

**Bellaire Elementary PTO**  
**October 9, 2018 at 6:30 PM**  
**Meeting Minutes**

**I. Welcome (Jaime Reiber) – Meeting Began 6:35pm**

**II. Principal Report (Mr. Bell)**

a. Visitor Verification – School Gate

- i. Use Driver's license only to register in the system. Previous registration for all events during school hours will work best.
- ii. The system will pull up information per first and last names and date of birth. The system can then obtain information pertaining to custody agreements, protection orders and any red flag alerts. The system is refreshed every night to ensure accuracy.
  1. This system is a school district wide website so only need to register once for all schools within the district. \*Wilson, Bellaire and Mooreland are the only schools using currently.
  2. Fall positives can occur but all information will be compared with the National Sex Offenders website and Meghan's Law List and additional questions may be asked to confirm validation.
  3. If any issues occur, the Secretary pushes a button and then a text alert will notify principal, school police and school district.
    - a. Refusal of giving ID means no entrance into the school or access to the event on school property.
  4. The sticker received will show location and who you are visiting. The sticker has a heat sensor that will VOID red when duration of stay expires. You must scan your access sticker after each visit to be scanned out of the system for the school. Your sticker will then go into the trash.
  5. For all big events such as Halloween parade, Veteran's day concert, etc. a link will be emailed out to RSVP so the stickers will be pre-printed to hopefully speed the process along.
    - a. There will be 1 line for IDs in the system and another for those that are not for these events.
  6. Encourage all family members to have their ID put in the system prior to the event. This may be done during school business hours only. Exception will be at the Fall Festival.
  7. School age children are except from scanning in but if needed they can use school ID and scan that barcode.

**III. Treasurer Report (Amanda Moore)**

- a. See Handout for September Report
  - i. Ending Deposits: \$5,658.83
  - ii. Ending Withdrawals: \$1,946.99
  - iii. Ending Balance as of September 30, 2018: \$39,203.52
  - iv. Savings balance as of September 1, 2018: \$4,953.40

**IV. Book Fair Report (Carol Smith)**

- a. Book Fair held 9/24-9/28
  - i. Biggest book fair in the last three years from sales profits.
  - ii. All teachers, library and reading specialist received scholastic dollars paid out in books for their classrooms from their wish lists.

**V. Fundraising (Kristi Focht)**

- a. Fall Festival – Saturday October 13, 2018 11AM to 3PM
  - i. Volunteers still needed, use sign up genius!
  - ii. Silent auction is up to over 90 items and will be located in the gym with the raffle baskets
    - 1. Each person at the meeting today received 2 free raffle tickets to use at fall festival
- b. Box Tops
  - i. Last year total was \$776.70. Total this year as of tonight is \$738. 10!!!
  - ii. Total of 7,381 box tops collected this year so far. Keep up the good work!
  - iii. Announcement for the classroom with the most will be announced tomorrow.
- c. Dining for Dollars
  - i. Bruster's Total was \$111.85 (Domino's only brought in 30-60 dollars each month)
  - ii. South Side Deli – 10/31 (easy for Trick-or-Treat) 7am-6pm at B street location only.
    - 1. Flyers will come home next week, must mention Bellaire when ordering.
  - iii. Chick-Fil-A – 11/27
    - 1. Gives 15-20% back to Bellaire
  - iv. Marcello's – 12/18

**VI. Class Parties (Sara Walker)**

- a. Halloween/Fall party - 10/31 @ 2pm
  - i. Need volunteers. Please coordinate with teacher or sign up using the link to help.

- ii. Must have clearances completed and ID's in the system to enter building.
- b. Upcoming party dates
  - i. Winter/Holiday – 12/21
  - ii. Spring – 4/12

**VII. Teacher Requests (Jaime Reiber)**

- a. Total budget for the year is \$1,000
  - i. Sign for Bellaire Events (Mrs. Pluta) - \$75 - \$100
    - 1. Quotes provided and stated approximately \$37. – **APPROVED Via Motion by Katie Brenneman & 2<sup>nd</sup> Amanda Moore – Maximum spending of \$75**
  - ii. Books for class (Mrs. Castaneda – Learning Support) - \$90.80 cost – **APPROVED Via Motion by Amanda Moore & 2<sup>nd</sup> Carol Smith after checking with Scholastic first**
    - 1. These books will be used for small groups and future use.
    - 2. 1 is on Scholastic but 1 is sold out. Need to check to ensure dollars can be used to purchase these books. The representative from Scholastic may need to assist if possible.
      - a. Carol or Amanda will check with the Rep Trina or the new Rep via email

**VIII. American Education Week – November 12-16 (Jaime Reiber)**

- a. Looking for coordinator/volunteers to help insure things run smoothly during the day. Email PTO if interested

**IX. Holiday Shop (Kristi Focht)**

- a. Dates TBD
- b. Looking for volunteers to be on a committee to help with the shop. Email PTO

**X. Other Business (5 minutes – Jaime)**

- a. Subcommittee's
  - i. Please think about joining a subcommittee so that you can stay involved all year long, have input and insure we can continue to have successful and fun events at Bellaire! Contact the PTO if interested in helping!

**XI. Next Meeting – Meeting Adjourned at 7:19pm**

- a. Tuesday, November 13, 2018 @ 6:30 in Art Room