



**Agenda**  
**Welcome**  
**Recording Disclaimer**  
**Previous Meeting Minutes**  
**Committee Reports**  
**Principal Remarks**  
**Questions & Comments**



---

## Approval Meeting Minutes

- **Reading of Previous Meeting Minutes**
- **Corrections**
- **Approval as Read/Corrected**

*All minutes and meeting documents are housed at our website [BDFPTO.org](http://BDFPTO.org)*



# Financial Report

## Financial Summary:

- **Operating Balance:** \$20,755.37
- **Principal's Balance:** \$35,063.00
- **Total:** \$55,818.37

## Have Done:

- Deposited Read-A-Thon Check in the amount: \$30,621.60
- Completed QuickBooks Online account restructure with Chazin Management. Updated Chart of Accounts and Class List received and filed for records.

## Working On:

- Reimbursements will be going out at the end of the month
- Integrating [Bill.com](https://www.bill.com) ( Digital Check Approval & Distribution Platform)
- Coordinating with Chazin Management to schedule QuickBooks Online training (limited to the finance team) to review the updated Chart of Accounts and Class List, test bank feed categorization, and walk through reconciliation, reporting, and budgeting processes.





---

## Committee Reports

- Events
- Fundraising
- Membership
- Appreciation
- Delegate

*All minutes and meeting documents are housed at our website [BDFPTO.org](http://BDFPTO.org)*



# Committee Name: Events Committee

## Chairperson: Courtney Shorter

### Have Done:

- Confirmed date for **Holiday Ugly Sweater Movie Night** — **December 12th**.
- Set meeting date

### To Do:

- Coordinating **Movie Night donations and decorations** in preparation for the **Holiday Ugly Sweater Movie Night** on **December 12th**.
- K.I.S.S. Dance/Sneaker Ball (K-5) - February 2026
- Sneaker Ball (MS) - request available date from school

### Event Requests:

- Holiday Ugly Sweater Movie Night – Coordinate parent volunteers for decorations, movie screen, and concessions.
- K.I.S.S. Dance / Sneaker Ball (K-5) – Confirm February/March date; organize parent volunteers for decorations, catering, vendors, and ticketing.
- Sneaker Ball (Middle School) – Confirm February/March date; organize parent volunteers for decorations, catering, vendors, and ticketing.



## Committee Name: Fundraising

### Chairperson: Janay Brown

#### Have Done:

- **Book Fair** completed and **surpassed fundraising goal**.
- **Launched Fundraising Committee GroupMe** to improve communication and coordination.

#### To Do:

- Submit applications for **Aldi Grant** and **Food Lion Grant**.
- Prepare for **Holiday Shop**, scheduled for **December 8th–12th**.

#### Request:

- **Submit volunteer requests** for the **Holiday Shop** through all school communication channels (ClassDojo, school newsletter, website, and PTO email).
- **Design and distribute a Holiday Shop Volunteer flyer** to promote sign-ups and awareness.
- **Reminder to families:** Keep an eye out for **Holiday Shop Volunteer opportunities** in **Dojo**, **the Newsletter**, and **other school updates**.



---

## Committee Name: Membership

### Chairperson: LaPonda Kersey-Salisbury & Lynn Fraiser

Membership Type	# of Paid Members	Total Collected
Parent Guardian	81	\$2,110.00
BDF Staff Membership	8	\$80.00
Community Member	1	\$20.00
<b>Total</b>	<b>90</b>	<b>\$2,210.00</b>



## Committee Name: Membership

**Chairperson:** LaPonda Kersey-Salisbury & Lynn Fraiser

### Have Done:

- Attended both **Back-to-School Night** events and recruited prospective Committee & PTO members.
- **Requested leadership approval** to present **weekly membership totals** with a **graphic showing PTO growth** for broader distribution and visibility.

### To Do:

- **Membership Collateral** – Designed and ordered **membership cards and flyers** to support recruitment efforts.
- **Promotion Collaboration** – Partnering with the **Social Media Committee** to develop an early-morning promotion event (ideas include “*Coffee & Doughnuts*” or “*Breakfast on the Go*”).
  - **Meeting** – Scheduled for **Wednesday, October 29th at 7:00 PM** to finalize event details.

### Request:

- **Requesting volunteers** to manage the **membership tables** during upcoming school events.
- **Seeking assistance** with distributing **QR codes** to promote easy online membership sign-ups.



---

## Committee Name: Appreciation

### Chairperson: Ru Haile

#### Have Done:

- No occurrences since last meeting

#### Upcoming:

##### Snack Cart – National Chocolate Day

- **Event:** Teacher & Staff Snack Cart
- **Date:** October 28th, 10:30–11:30 AM (*volunteer list currently full*)
- **Theme:** National Chocolate Day
- **Purpose:** To spread joy and appreciation through chocolate-themed treats for teachers and staff.
- **Future Interest:** Those interested in helping with future Snack Carts can email **[BDFPTO@gmail.com](mailto:BDFPTO@gmail.com)** with the subject line *“Appreciation Committee / Snack Cart.”*

**Open for donations** to support the **National Chocolate Day Snack Cart** and future appreciation events.



## Committee Name: Delegate/Technology

### Chairperson: Valencia Higgins

#### Have Done:

- Began preliminary work on the **Parking Lot Pavement Project**.
- **Transportation Grant:** Received **FARMS data** and identified **potential next steps with Kenny Smith**.
- Coordinated with the **Fire Department** to confirm a **Fire Prevention Truck** appearance for **Career Day** this year.

#### To Do:

- Identify **parents** interested in joining the **TAG Committee**.
- Create an **Academic Resources** page on the **BDF PTO website** to support student learning at home.
- Seek **parent and teacher volunteers** to provide **academic support for students**.

#### Request:

- Volunteers to assist with collecting TAG and academic resources/support
- Schedule meeting with TAG Coordinator
- Recently for FARM Application