

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Attendees

Diana Shmaun- *President*
Gina Silva- *Vice President*
Jeanna Isham- *Secretary*
Alison Alexander- *Treasurer*
Robin Wilson- *Former President*
Azarel Iniguez- *Principal*

Meeting Called To Order

Diana called the meeting to order at 5:08 PM.

Agenda

Last Meeting Follow-up

Exiting Board Members

Robin Wilson- *Former President*

Entering Board Members

Diana Shmaun- *President*
Gina Silva- *Vice President*
Jeanna Isham- *Secretary*
Alison Alexander- *Treasurer*

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

New Business

2023/2024 PTO Meetings Schedule and Details

PTO Meetings will be held after school at 2:30pm on the 2nd Monday of each month in the library unless otherwise stipulated time listed below.

1. Monday, September 11th
2. Monday, October 9th
3. Monday, November 13th
4. Monday, December 11th
5. Tuesday, January 16th at 6pm
6. Tuesday, February 13th at 6pm
7. Monday, March 11th
8. Monday, April 8th
9. Monday, May 13th
10. June meeting (**TBD by January**)

2023/2024 Events

Non PTO School events have already been determined by Principal Iniguez and Robin.

August 2023

Tuesday August 29th

Ice Cream Social- No chair needed

PTO to pay \$300 for ice cream.

Thursday August 31st (First Day of School)

PTO Coffee and Donuts for the parents- *Jeanna Chair*

Jeanna will be at the booth ready to meet and greet and get parents to sign up for interest. Location by the front sign for pictures and visibility.

Supplies needed:

- Welcome sign (Robin said that there were some available, Jeanna to come in week before school to facilitate/create)

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

- Balloons (Diana to provide)
- Give-away if applicable
- Donuts (Alison to reach out to Donut Time- Jeanna will pick up morning of)
- Coffee (Jeanna to check with Starbucks- if needed, Principal Iniguez will provide)
- Google form for those interested in getting involved (Jeanna to build Google Form and QR code)

September 2023

September 5-29th

PTO Sponsorship Drive- *Jeanna Chair- Robin to assist*

PTO sponsorship focuses on family participation. Be clear that sponsorship doesn't mean you have to be an active member.

Send out flyers in first day student folders. Put in teachers boxes for them to distribute and send home on the first day. Advertise early on Facebook.

For digital contributions, use Cheddar Up not Zelle or Venmo. It is the only 501c3 approved app.

Jeanna to come up with a class contest and prizes for who brought in the most money. Prizes can be just a tease for the flyers to give more time to come up with good ones. Potentially an Otter Pop party?

Budget/Spending for Sponsorship to be put to vote through email to the PTO for a motion and pass.

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

September 6th

Welcome Back Breakfast- *Gina Chair*

Grab and go breakfast for the teachers. In the past we've done yogurt bars, muffins, and fruit. Should be ready for teachers by 7:30am. Logistics TBD. Budget/spending TBD.

September 13th

Kona Ice- *Alison Chair*

September 27th

Back to School Night

Bake Sale has been dropped from this year's agenda. Are we doing anything else for this event?

October 2023

Wednesday October 3rd and October 31st

Kona Ice- *Alison Chair*

PTO receives 20 to 30% of proceeds. Needs 1 or 2 volunteers to run the line smoothly. Robin will provide PTO with the contact's phone number. Contact's name is Stephen.

Starting Saturday October 14th (2nd Saturday of each month- skipping December and June)

Dine Out Night- *Jeanna Chair*

Restaurants TBD. Chipotle has been used in the past. Other locations discussed: Panda Express, Noodles (spelling?), El Pollo Loco, Round Table Pizza, and Baskin

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Robbins. Register interest online on the participating restaurants. Check dates for Rosemont Soccer to avoid conflicting nights. In the past, this has brought in between \$800-\$1,500. 30% of proceeds go to PTO.

Other options to look into.

Previous McDonalds Night - something to bring back? Gina reaching out to Dutch Bros. for more info on possible events.

Dine Out Night Dates- (Locations TBD)

1. Saturday October 14th
2. Saturday November 11th
3. Saturday, January 13th
4. Saturday, February 10th
5. Saturday, March 9th
6. Saturday, April 13th
7. Saturday, May 11th

Saturday October 21st

Trunk or Treat- Diana Chair

Kick off to the Jog-A-Thon. Someone needs to reach out to local fire departments to see if they want to participate. Principal Iniguez proposed turning this into a Harvest Festival in the future.

Monday, October 23rd

Jog-A-Thon- Robin Chair

Tie in with kick off to Red Ribbon Week. Volunteers needed.

November 2023

November 7th 3-9pm

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Crumbl Cookie Fundraiser- Jeanna Coordinator

November TBD

Book Fair- Dale Chair

Not officially a PTO event but the money has been run through the PTO for ease of finance. All proceeds go to the library.

December 2023

December 5th

Kona Ice- Alison Chair

December 15th Proposed Time (sometime between 5:30-8 PM)

Handmade Holiday Night- Robin Chair

Community builder, not a money maker. Fee only offsets for materials \$5/kid but the cost of materials has gone up. An increase has been proposed of \$10/kid.

Discounts? No. A lot of teachers like to volunteer for this one.

January 2024

January 26th 6-8 PM

VIP Dance- Diana Chair

Community builder, not a money maker. Just an entry fee. Fee TBD. Kids invited one person important in their life. Swapping pancake breakfast to January?

February 2024

February 24th 8-11 AM

Pancake breakfast and Auction- Gina Chair Breakfast (Auction Chair Needed)

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Needs a lot of volunteers. Teachers do donations as well (Ex. Principal for a day- baskets from teachers- lunch with a teacher).

March 2024

TBD

Kona Ice

April 2024

April 26th Time TBD

Movie night- Chair Needed (*Suggested Chair Alison Milobar*)

Push out if it rains. Someone needed to run concessions (popcorn machine, candy bars, chips, capri suns). Gina knows of some pizza place that will deliver hot? She's looking into it.

TBD

Kona Ice

May 2024

May 6th-10th

Teacher Appreciation Week- Gina Chair Robin to assist

Something each day- themes and free lunch Wednesday or Friday. Budget/spending TBD.

TBD

Kona Ice

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

2023/2024 Budget

About \$16,000 in the account right now. There is about \$500 from teacher enrichment still withstanding to be cashed.

Assemblies

3 good behavior assemblies (1/trimester) 800-1000/assembly. \$1,500-\$3,000 and school picks up the rest. Jay Gusto real estate broker is big into supporting the community and would like to help.

Band

No funding necessary

Scholastic News

Expensive and not everyone uses it. Principal Iniguez is going to take a teacher survey to see which teachers actually want it. Currently, \$5.50/student. The school pays for it and the PTO reimburses them. Should PTO fund 50% instead of 100%? Perhaps we pay this year but say we're not paying next year?

PTO decided on paying \$1,000 this year announcing that after this school year, the PTO will no longer pay for Scholastic News.

Leader In Me

Has been a 50/50 \$3-5,000 total each year. Should we pay? PTO decided to no longer pay for Leader In Me.

Student Folders

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Has been \$1,000 for 2 years. Doesn't have to be 2 years worth as it can be a year at a time. PTO decided to pay \$500 for one year.

Classroom paper

Has been a case/teacher coming to \$1,200 total. Office Depot has a discount so the PTO can put funds into that account to be shipped to school.

PTO decided to keep funding as usual.

Ice Cream Social

PTO will provide \$300

Playground equipment

\$400/year but we're good this year.

Sly Park Scholarship

PTO has given \$10/kid in the past. However, this year is the final year of a three year grand. No funding is needed.

Instructional Materials Lab

Use of scanners and laminators for the teachers to use through the school district CERNA (spelling?).

Generally, PTO has provided \$250. The PTO proposed to increase it this time and adjust accordingly for next year.

The PTO decided to increase funding to \$500 this year.

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Tooth necklaces

The PTO decided to continue funding.

Leader of the Week

The PTO decided to fund the purchase of more emoji keychains.

Colored paper for PTO

5 reams/color. COSCO tends to have the best deals. The PTO decided to order up to \$400 worth of colored paper according to what colors were needed and budget.

Field Trips

\$7.50/K-3rd student \$8.50 for 4th-6th intermediate students. Money will be donated as a teacher files interest instead of all up front.

Classroom Enrichment Funds

Teachers submit receipts and are reimbursed up to their set classroom stipend. Currently, it's \$7.50/student (K-3rd 24 students)(4th-6th 33 students).

Teachers turn in receipts by February or April. The PTO to determine at a later time. The PTO is proposing to raise the fund to \$10/student.

12 classes at 24, for 288 students= \$2880

6 classes at 33, for 198 students = \$1980

RSP, library, PE at 33 each, for 99 students = \$999

This comes to a total of \$5850 total for student enrichment.

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Volunteer Incentives

The PTO thought Also, did we officially vote to include the \$200 for volunteer incentive in the budget? I thought we did, which would make our final budget \$18, 243

Approved Budget 2023/2024

\$3,000 for assemblies (check on Jay donation(s) check)

\$0 band

\$1,000 Scholastic News (filtering this out)

\$3,843 (\$7.5 (12 at 24 students) \$2,160 and \$8.50 (6 classes of 33) \$1,683) Field Trips

\$0 Leader in Me

\$500 Student Folders

\$1,200 Classroom Paper

\$0 Magnets

\$0 Banners

\$0 Brag Tags

\$300 Ice Cream Social

\$0 Playground Equipment

\$0 Sly Park

\$500 Instructional Materials Lab

\$50 Tooth necklaces

\$1,000 Leader of the Week Keychains (Robin will tell how many will be needed)

\$400 Colored Paper

\$400 for shirts

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

\$10/student Enrichments

12 classes at 24, for 288 students= \$2880

6 classes at 33, for 198 students = \$1980

RSP, library, PE at 33 each, for 99 students = \$999

This comes to a total of \$5850 total for student enrichment

GRAND TOTAL= \$18,043

Note: I was not clear on how much we allocate to speech? And what about English learners?

Does the bilingual aid get enrichment money?

Note: Grand total, if we agree on a volunteer incentive, will go up to \$18,243.

Voting On Budget

Diana asked for a motion

Alison made first motion

Robin made second motion

All those in favor- 6

All those opposed- 0

Any abstentions- 0

Motion carried

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Notes

- Spirit Wear will be taken over by a teacher that is interested. No longer facilitated by the PTO.
- BoxTops program is being discontinued. Too much work for too little return.
- The PTO calendar will continue to be mixed with the general school calendar.
- No banners are needed this year (Teacher Appreciation, PTO, etc.) but keep in mind for next year.
- Discuss brag tags at a later date. Not in the budget as of now.

Action Items

Robin

- Sending the sign up sheet of potential volunteers from the end of last year to the PTO.
- Looking into the Facebook account that is not us. Report as “unauthorized page” to Facebook.
- Check numbers of what was brought in and what was spent from the budget last school year.
- Take Diana and Alison to the bank to be added to the account.
- Grant the PTO access to the PTO email and Jeanna access to the Facebook page as she is interim social media.
- Get Stephen’s contact info to Alison for Kona Ice events.

Jeanna

- Reach out to Starbucks Corporate for Coffee for first day.
- Design a “coffee on us” sign for 1st day for new volunteer sign ups.

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

- Create Google Form for interested parents to sign up to volunteer
- Reach out to Crumbl Cookies for Fundraiser/Dine Out Night ideas.
- Send out PTO Sponsorship flyers in 1st day Student folders. Prepare and make copies the week of the 21st.
- Come up with a class contest and prizes for who brought in the most money for PTO sponsorship drive.

Diana

- Order student folders ASAP
- Provide balloons for first day
- Reach out to the local fire dept. about Trunk or Treat participation.

Gina

- Order keychains
- Check in on Dutch Bros. reach out. Would this be a Dine Out Night project or something separate? If Dine Out send details to Jeanna.
- Contact McDonald's on Bradshaw about McTeacher's Night
- Contact John Justo about assemblies

Alison

- Reach out to Donut Time about coffee and donuts. Jeanna will pick up 1st day of school.

Group Responsibilities

- Sponsorship Drive budget to be put to a vote via email to the PTO for a motion and pass.
- Welcome Back Breakfast needs a chair and to be planned ASAP.

August 2023 PTO Meeting Minutes

Wednesday, 08.16.2023

Next Meeting Agenda Items

Next Meeting

Monday, September 11th

- Propose Chairs and new Volunteers
- Discuss Back to School Night. Bake sale is out. Should we add anything in its place?
- Magnets- school info. We are out. Do we want to order more?
- Golden ticket prizes need to be discussed.
- Discuss a volunteer booth to help streamline the process to get people through it fastest. Scholarship for fingerprinting? Some more incentives. Maybe a coffee gift card or Save Mart \$10 for the first 20 people who get everything in.
- Put together a general survey to ask the teachers for their needs.
- Chairs needed:
 - Yearbook
 - Social Media- Jeanna to Chair in interim
 - Auction Chair for Pancake Breakfast
 - Movie Night (*Alison Milobar was suggested*)
- Jay Justo, Real Estate Broker, is interested in helping fund assemblies. Someone (?) needs to reach out.
- T-shirts for PTO Board members

Meeting Adjourned

8:40 pm

Meeting Minutes By

Jeanna Isham