

# PTO Board Meeting Minutes – 08/06/2021

## 1. Call to Order – 10:11 AM

- a. Lots of changes this year
  - i. Portables
  - ii. 50 new students have registered within the last week
- b. Feel free to throw out ideas
  - i. What can we improve on?
- c. Approval of 4/22/21 PTO Board Meeting Minutes
  - i. Motion – Dawn Dellinger
  - ii. 2<sup>nd</sup> Motion – Liz Blasingame
  - iii. Motion Passed

## 2. President – Caitlin Reeves

- a. Introductions
- b. General Procedures
  - i. Executive Board
  - ii. Committee Members
  - iii. We are a TEAM
    1. Go to anyone with questions
    2. Go to your VP with banner and social media requests
- c. General PTO Meeting will be September 8, 2021 at 6:30 PM via Zoom
  - i. Anyone can come
  - ii. Increase membership
  - iii. Vote on certain items

## 3. Treasurer – Liz Blasingame

- a. Money Handling Procedures
  - i. Need to sign form if handling money
  - ii. New check signers
    1. Sign up as new member
    2. All go together to set up as signers
  - iii. Two people must be present if counting cash
    1. Anything above \$1,000 must be approved by Caitlin
  - iv. Caitlin doesn't sign checks
- b. Tax exemption
  - i. Form is on website
  - ii. Bring form when making purchases
  - iii. Wal-Mart Card (should pw protect on website)
  - iv. Costco, Sam's Club and Office Depot will not accept form
    1. Office Depot requires a CISD card

- c. Reimbursement requests
  - i. Get checks within 2 days
  - ii. Needs 2 signatures
- d. Budget update
  - i. Beginning - \$59,219.21
  - ii. Ending - \$65,583.35
  - iii. Available - \$44,101.00
- e. Audit Review Committee
  - i. Jessie Groetsch, Rachael Osmus & Jen Fundersol

**4. Services – Rene Murphy**

- a. School supplies are ready
- b. Teacher appreciation
  - i. Breakfast this morning
  - ii. Pizza – 1<sup>st</sup> Monday in September
  - iii. Chili Bar in October
  - iv. Two months out of the year, parents can bring in food
    - 1. Sign Up Genius for sign ups
      - a. Send to Laura Sech – she will send to GLCs – they will send to room moms – they will send to parents
- c. Yearbook
  - i. We need more photographers
  - ii. Theme
- d. Environmental
  - i. Plant pots
  - ii. Mrs. Sanford
    - 1. Butterfly garden
    - 2. Paint the little house
- e. Academic Outreach
  - i. Bring in programs to supplement/enhance curriculum
  - ii. Grade level team grant
    - 1. Idea submission for a program
      - a. Submit ideas
      - b. Automatic to each team or application submittal?
      - c. Eligible for up to \$1,000 for each team

**5. Fundraising – Lindsey Boggan**

- a. \$15,000 in sales / \$8,000 in expenses
- b. Pass out spirit wear on Monday and then put in classrooms
- c. Orders should be placed before September 1<sup>st</sup>
  - i. Final order
  - ii. No winter order this year so get your hoodies now
- d. Spirit Night

- i. 1<sup>st</sup> one at Chick-fil-A on 9/16
  - ii. Spinning wheel
- e. Boosterthon
  - i. Sept / Oct
- f. Box Tops
  - i. Put info on social media
  - ii. Put a link to video on how to submit receipts
  - iii. Box top app will tell you about specials
  - iv. Can also email curbside pick up receipts that can't be scanned
- g. Bonanza
  - i. Start planning now
  - ii. Begin meeting in Sept/Oct
  - iii. Need a committee
    - 1. Sign-up sheet
  - iv. Organizing food (sponsors)
  - v. Silent auction
  - vi. Sponsorship forms
  - vii. Food, games, silent auction, children's raffle, wristbands
  - viii. Community event – fun part of school

## **6. Programs – Dawn Dellinger**

- a. Teddy Bear Tea
  - i. Need more photographers
- b. Bobcat Bash (4:30 PM – 7:30 PM)
  - i. Banners, DJ, Food trucks
  - ii. Share photos at #bobcatbash21
  - iii. Make sure we all man a booth – one shift
- c. Meet the Teacher
  - i. 4:00 PM – 6:00 PM – come and go
- d. Spirit Fridays
  - i. Wear spirit wear
    - 1. Contest between the classrooms
- e. Movie Night
  - i. January

## **7. Communications – Maria Lord**

- a. Banner
  - i. Important dates – give to Jen
  - ii. Give content to Katie Wright by the Friday before (Monday of at the latest) for the following Friday's Banner
    - 1. Put in the Subject line – PTO Banner Entry
  - iii. Social Media posts
    - 1. Text Katie (tell her who you are)

- a. Write what you want it to say
  - 2. Send Katie a schedule of what's going on
    - a. Provide a hashtag, if necessary
- b. Volunteers
  - i. All volunteers need to fill out a CISD form and have a background check
- c. Directory
  - i. Will be an online format this year
  - ii. Will be posted the beginning of September and will be pw protected
  - iii. Ad space / logo space on homepage
- d. Membership Outreach
  - i. All PTO members must have a membership
  - ii. Incentives for memberships
    - 1. Pizza night
    - 2. Ice cream bars for whole school if we get a certain number of memberships
    - 3. Go into a drawing if you purchase a membership
    - 4. Maybe offer a smaller spirit package that includes the membership
  - iii. \$20.00 Membership Fee per family
    - 1. QR code to sign up
    - 2. Receive monthly emails
    - 3. Surveys to parents
- e. Website
  - i. Promote the website and memberships
- f. Formsite
  - i. Purchases link to this site

## **8. Miscellaneous**

- a. Club ideas for next year
  - i. Should we do chess club – no incentives for us
    - 1. Maybe a teacher could volunteer time?
  - ii. Destination Imagination
- b. Sail Shade over Spider
  - i. To be taken down
- c. PTO Meetings
  - i. 3<sup>rd</sup> Thursday of every month at 9:30 AM
    - 1. Location TBD depending on availability

## **9. Reminders**

- a. Please make sure your contact information is correct on the Board Roster
- b. General Meeting on Sept. 8, 2021 at 6:30 PM (possibly via Zoom)
- c. Next PTO Board Meeting is on Sept. 16, 2021 at 9:30 AM (location TBD)

## **10. Dismiss – 11:43 AM**

**Attendees (17):**

Caitlin Reeves  
Christie Kelly  
Dawn Dellinger  
Ewa Lobza  
Heather Archibald  
Jen Fundersol  
Jessie Groetch  
Katie Wright  
Laura Sech  
Liz Blasingame  
Lyndsay Witham  
Maria Lord  
Rachael Osmus  
Rachel Findley  
Rebecca Bittinger  
Rene Murphy  
Ruth Noring