

PTO Executive Board Meeting
Monday, July 12th 6:00 pm
Zoom Meeting, Phoenix AZ 85048

In attendance:

Julie Johnson, Kate Bitowf, Desire Lopez, Colleen Eyssautier, Rhonda Grayson, Shannon De Atley-Johnson, Katie Eagan, Dr, Cupp and Mr. James

Welcome

- Review June Board Transition Minutes, Approve – Upload to website
- General Meeting in August (tentative date)

Treasurer Updates

- Checking Balance \$44,781.36 *Amounts matched*
- Budget Review – Colleen
 - Budget Planning Update Based on Events
- Reading Reward -6 Fire Tablets were purchased on Amazon Prime Day
 - Coordinate Reimbursement Check Signatures

It was noted that reimbursements over \$50 can be paid via Zelle. You still need two approvals.

General Updates

- PTO Calendar Planning - “Year of Joy”
 - Teacher & Staff Welcome Back / Meet the PTO Hosted Meal July 22nd 11:30 am
 - Make Food Selection - Jason’s Deli or MOD
 - *56 teachers total*
 - **Rhonda** to reach out to food places
 - Meet the Teacher Night - July 27th 5:00 pm - 7:00 pm
 - **PRINTING & PACKETS:** *Stephan can coordinate print shop stuff with the districts. We need all flyers designed by the 19th so we can turn them in and get them back in time. Dr Cupp and Mr. James will co-author a letter for the packet. Packet typically includes their letter, meet the board, a “where to find us sheet” which includes info on Konstella, FB, etc, order form for spirit gear and yearbook, tax credit form, map and checklist.*
 - Provide Grab and Go Snacks for Teachers/Staff
 - **Shannon** to get snacks for 30ish teachers
 - Kona Ice Partnering - Katie B. Coordinating Kona Ice is set to go. Will park in the back by the MPR
 - Printouts - Who is handling? *I didn’t catch who was overseeing this.*
 - Offering Digital Flyers with QR Code? - Lora can develop
 - **Lora** to create and provide a QR code so we are able to cut back on paper waste and offer a digital version of the packet.
 - Stephan will provide digital files after Dr. Cupp comes back 7/12/21
 - Boy Scouts Handing Out Water - Katie E.
 - *Boy Scouts should have the water covered. Will let us know if we need to purchase additional water.*
 - PTO Table - **Rhonda, Katie and Julie** will help with setting up. *All PTO officers will help with 30 minutes (or more)*
 - *5-6 is A-k and 6-7 is L-Z*
 - Banners, Shirt Orders, Flyer Packets w/QR Code Display, Konstella and Volunteering Info, Raffle for Kindle (older model), School Supply Donation Box (Promote through Konstella)

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- *We will have multiple tables for the various items listed above. We will be raffling off a Kindle to folks who either already have Konstella on their phone or download it on the spot.*
- *Will we have a Watchdog table?*
- *We will collect school supplies at the event. Team will get the word out via Konstella and Facebook*
 - Who will schedule the manning of the PTO table? **Rhonda** will oversee this
 - JOY- **Shannon** to try to craft 3 foot Joy signs
 - Kona Ice- Can park near large ramada behind the school. Gate will need to be opened by 4pm.
- Review [Calendar](#) as it stands - Any changes?
 - Stephan and team have access to our “working” calendar for parent questions
- [August Family Dinner Night - Select Location](#)
- Welcome Back Volunteer Breakfast - IHOP, Cracker Barrel - Make Food Selection
 - August 14th - What time, we determined this will take place at school but did not confirm a time? Looking at reaching out to Dunkin Donuts or similar. Would be great to have some healthy options as well (fruit, etc).
- [Review/Confirm Committee Liaisons](#) - Reach out to Committees with event dates. Start lines of communication for events.
- Fundraising / Partnering Ideas
 - [Review Sponsorship Form](#) **Shannon** to send out to team with minutes for approval.
 - Pigtales & Crewcuts Partner - Back to School - Promote w/Konstella, FB - Coordinated
 - Benevity Recertification **Colleen** to look into this
 - Goodwill Dates - Oct and Jan confirmed - Flyers on Drive
 - Saturday, October 16th, 2021, from 10:00am to 2:00pm
 - Saturday, January 8th, 2022 from 10:00am to 2:00pm
 - Chipotle Take Out Tuesday - Oct and April - **Shannon** to schedule. *Mon. Oct 4 is National Taco Day*
 - APEX October 11th to October 22nd - Liaison to Contact
 - Desert Vista Orthodontics
 - Email Sponsorship Form when ready
 - Family Dinner Nights Ideas?
 - [The Habit](#) - they closed
 - Peter Piper Pizza was fun and successful
 - Ice Den
 - Air Jump
 - Bounce a rama
 - Thirsty Thursday - *Desire had the idea of doing a day each month where parents can go grab coffee, pastries, etc. Buzzed Goat, Dunkin, Dutch Bros, etc.*
 - Take Out Tuesday- Kona Ice will be marketed as first of the year.
 - Community Outreach
 - Do we want to donate school supplies in honor of Back to School to an organization? *We will do a supply drive. Did we agree to donate these to replenish the school cabinet or to*
- Communications
 - Review Email Recommendations
 - PTO Email - Julie, Lora, Katie - All members should test email access.
 - Figure out the best way to handle emails needing to be answered by certain board members - Avoiding personal email addresses to outside sources?

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- o Desiree and Katie E. to respond to advertising and sponsorship emails
- o Facebook - Katie B. and Desire to post
- o Konstella - Julie & Kate B. Posts - Rhonda Orders & Registration Requests
- o Book Fair Scholastic - **Colleen Liaison** - Reach out to contact
- o Giving Garden Liaison - Shannon
- o Reading Wall Flyers & Prizes – August, September, October select prizes *Books!*
- o Get Welcome Back Message on the Marquee - Who is reaching out to Heather about Message? **Julie** to email Heather.

August Board Meeting TBD.