

PTO Executive Board Meeting
Monday, August 9th 5:30 pm
Zoom Meeting, Phoenix AZ 85048

In attendance:

Welcome

- Review July Executive Board Transition Minutes
 - Approve – Upload to website

Treasurer Updates

- Checking Balance \$45 -- all accounts/spreadsheets match-up
- Budget Review & **Vote** – Colleen sent out email, BUDGET APPROVED (what we earn, we will spend) Main \$ makers: APEX, Family/Takeout Dinners; Big expenses include capital improvements and classroom grants
- Grant Envelope Dispersing -- this has been done
- Committee Budgets
- **Teacher Requests**
 - Mats for All Classrooms (28) - \$252 to \$765 estimate **Has been approved by the board. Will be ordered when the Staff confirms selection via Ms. Dickson
 - Ms. Maki (AI) - Phonemic Awareness Curriculum (Primary & K) - \$160 (\$80 per Book) Voted & approved
 - Gifted - [Trade Book Wish List](#) - \$1,507 estimate - Grants to cover partially **On Hold per Dr. Cupp**

- Stripe Refunds
- Family Dinner Night
 - Kona Ice: \$166
 - Barro's: \$293.68

Fundraising

- Additional Sponsor Outreach - Shannon taking lead; LETTER APPROVED by the Board, waiting for Administrative Approval
- Take Out Tuesday / Family Dinner Night - Who taking lead? Colleen for 8/24, 9/14. Look into Committee for future events.
 - 2x/month - Aug 1st & 4th week, Sept 2nd, Oct 1st & 3rd week, etc.
 - Location Ideas: Chipotle, Texas Roadhouse, Chick Fil A, MOD, Panda Express
- Future Family Fun Night Ideas Tabled; not currently interested.
 - Ice Den, Main Event, Peter Piper, Urban Air
- Expired Raffle Update - Shannon?
 - Need New Raffles -- we will consult with former board and follow-up when In-person events are held/warrent

MTTN

- Konstella & receipts tallied for current shirt and yearbooks sold
 - Create a tracking system/process for sales. Multiple parents came up stating they paid for an item but did not receive -- in the future

drive these sales thru Konstella for record keeping

- We are checking with teachers if they have unclaimed yearbooks and shirts.
- Lessons Learned
 - Having two volunteers at each table – helped alleviate a bottleneck
 - Create a tracker/checklist of tasks, items needed
 - Learn how to use square and set-up on everyone's device
 - Get change from bank prior to event for cash boxes
 - Ensure a person will be onsite with a key to the PTO closet and outdoor shed or get an extra key for the board. Communicate what needs to be unlocked
 - Signage – Konstella app, vendors, yearbook prices, spirit gear prices, spirit gear size chart
 - Forms: Keep extra order forms at tables (shirt orders, for example)
 - Konstella table should be the 1st table that greets people when they walk in

First General Board Meeting 2021/2022 School Year

- 9/1 @ 6p **zoom Will update marque, Konstella, announcements & provide link**
- Meeting Topics/Slides -- will be send out for board to look over

- Welcome – Thank you to previous board
 - Budget – Current standings, teacher grants, money deposits/ withdrawals so far (welcome back lunch, Kona Ice, Sales, etc.)
 - Participating Fundraising programs – Boxtops, Amazon Smile, Fry's, School Cents, American Warehouse Furniture, Tuft & Needle, OfficeDepot/OfficeMax Give Back
 - Konstella App – Sign-up for communications, committees, volunteering
 - Upcoming Events – Skateland, JCrew, Apex, Goodwill, Dinners
 - Next General Board Meeting – closing
 - Q&A
- Everyone speaks? Introduce themselves – name, position, kid(s) grade level
 - WhereUBean - Moved to 1st day of curriculum night for the staff, they will set up

PTO Requests

- Kindles Unclaimed from Last Year Replied to FB message to pickup from office.
- Teacher/Staff Updated Favorites Survey requested --- no updates yet. Stephan gave access to his form; responses being updated on site.

- Staff spirit shirts – how many staff shirts are needed? Cost? **Robin & Hilary have staff list. Money is set aside for expense.**
- Unclaimed spirit gear/yearbooks from previous year
 - Yearbooks - 1 student inquiring they did not receive. Two yearbooks on hand unclaimed - one with a name inside and one without **Yearbook was provided to the student you inquired.**
 - Stickers - Ms. Morgan did not receive last year, placed in her mailbox Friday
- Mrs. Dickson – **Options placed on survey.** Non-slip water absorbing mats for each classroom for in front of sinks ~28 total

School Cents

- Julie attended the liaison/coordinator meeting on 8/5, KMV currently in 5th place
- Provided two receipt collection boxes - place one in the front office?
- Provided a banner to hang, need approval from Dr. Cupp
 - Hang for the month of September and December at the bridge gate
- Each \$ earned, including tax equals points earned for our school. Excluded delivery fees
- Digital and paper receipts must have the following
 - Store Name

- Store Address/Store #
- Date of purchase
- Total cost of purchase
- Paper receipts turned in online must have the last 4 digits of your phone number written on it - used to track/differentiate paper receipts turned into collection boxes as well as online to count only once
- Collection box at mall is on the second level next to the elevator across from Barnes & Noble
- Bonus Points
 - Monthly marketing on social media platforms, collection boxes displayed, banner displayed, emails - must take photo or screenshot to submit each month. Sent to Julie
 - Promotion programs School Cents provides
 - Until 8/15 - 10x the points
 - Earn 25,000 bonus points. The first goes to the school that logs the highest dollar value of receipts each month. The second is given to the school with the greatest percent increase in the dollar value of the receipts logged, compared to the previous month
 - Earn 5,000 points for providing 3-5 pieces of school artwork to display at the mall. Provided in a black frame, no larger than 20x20

- Retailers are excited to work with the schools for fundraising opportunities. Doc Pop is new; will provide 20% of proceeds. Barnes & Noble order discounts/educator discounts/fundraising opportunities
- *** We tied our August/September Takeout Tuesdays to this---GREAT IDEA!

Reading Wall Rewards

- Forms go out end of Aug to start in Oct
- Dates: First Wednesday of the Month
- Proposed Theme: Dive into Reading
- Lora Handling Coupons for rewards – Sonic, McDonalds, Panda Express, Bahama Bucks, Peter Piper Pizza, Papa John, Culver, etc.

Volunteering Opportunities???

- Workroom – Pencil sharpening, laminating, preparing class workbooks, etc. (ONLY 1-2 people at a time, not allowed in classrooms, nor allowed in library when kids on campus) Katie E. taking lead for the committee
- Watch Dogs (currently tabled)
- Hospitality - create Konstella volunteer opportunity to help keep teacher lounge stocked with snacks Using this as a volunteer/donation led committee to help stock the teachers' lounge

Upcoming Events

- 9/9 – Skateland \$8 Admission and skate rental - Neon theme

- 9/19-10/1 - Jcrew: will donate 10%. Drop off Monte Vista shirts to dress mannequin display
- 10/11-10/22 – APEX: Rockstar Rob. Obstacle Course. Preschool is included.
- 10/16 - Goodwill Fundraiser
- 1/8 - Goodwill Fundraiser