

PTO Meeting Minutes FINAL



Explore Academy PTO
5100 Masthead NE (K-5)/ 6600 Gulton Ct NE (6-12)
Albuquerque, NM 87109/87110

Meeting minutes recorded by Monnie Bigger, PTO Secretary

Tuesday, November 19, 2024 8:15 am Masthead Campus. Online meeting facilitated by Richard Hielkema.

- I. Procedural Agenda
 - A. Call to order @ 0822 By Nikki Nance
 - B. A quorum of the PTO Board was present as follows: Nikki Nance, President. Chantal Galloway, Treasurer. Monnie Bigger, Secretary. Melissa Anderson, Elementary Liaison. Richard Hielkema, MS/HS liaison.
 - C. Welcome PTO Members and guests in attendance. Please sign in on the sheet at the back of the room.
- II. Approval of the November PTO Meeting Agenda: Motion to approve by Nikki Nance. Monnie seconded motion. All in favor.
- III. Approval of October 15, 2024 PTO Meeting Minutes: Secretary, Monnie Bigger, went over the highlights from the October PTO Meeting. No questions asked. Chantal motioned to approve. Monnie seconded motion. All in favor.
- IV. Finance Report: given by Chantal Galloway. See attached budget printouts for all details.
 - A. Starting balance as of 10/01/2024: \$23,794.59
 - B. Ending balance as of 10/31/2024: \$36,456.21
 1. All monies for the Fall Festival went into the PTO bank account. The division to the clubs happened after the reconciliation report. Those numbers will be finalized for the next report (December PTO meeting). See Clubs financial report for individual club numbers
 2. Total Clubs income = \$7623
 3. Net Fall Festival PTO income: \$5212.59
 - a) Craft Fair monies for Fall Festival got counted towards the yearly Craft Fair by accident; the Fall Festival Craft Fair money will be moved under the Fall Festival category by Chantal.
 - C. Monnie motioned to approve all financials, with the condition that Craft Fair monies be moved as stated above. Melissa seconded motion. All in favor.

V. PTO Business

A. Recent Events:

- a. **Fall Festival:** (Nikki Nance and Monnie Bigger)
 - i. We are still in the process of finalizing numbers. See the rough numbers above in the financial report. Final numbers to come at December PTO meeting
- b. **November Yearly Craft Fair:** (Danielle Schmidt) Went very well. Vendors seemed happy. It was a little bit slower than last year; however, that seems to be the trend with all craft fairs right now. There were 52 vendors; 27 return vendors; Goal is 100 vendors in the future.
- c. **Soup lunches:** (Danielle Schmidt) Elementary had 9 crock pots of soup donated. Almost ran out so more will need to be added next year. MS/HS had 12 crock pots donated and there was plenty of food. Everyone was grateful for the yummy soups.
- d. **Elementary Book Fair:** (Melissa Anderson) Event was very successful. It happened during Grand Pastry. Next year there will need to be more volunteers scheduled during this time. That day alone brought in \$2500 in sales. Total sales: \$10,068.33. \$57.41 'Share the Fair' bucks used.
- e. **Grand Pastry:** Breakfast at elementary campus was successful and feedback was very positive! Definitely a popular event. 302 people were fed from food service.

B. Upcoming Events

- a. **Student Fall Treats:**
 - i. Ideas for elementary campus: cake pops (something hand held), caprisuns, Something with no artificial dyes/colors. Melissa will get with Nikki on date.
 - ii. Ideas for MS/HS: Hot Cocoa Bar. Richard said Tuesday, December 17, 2024 is a good date for MS/HS.
- b. **MS/HS Book Fair:** December 9-13 at Gulton Campus. Richard confirms we cannot open book fair during evening events and we cannot sell during lunch flex times (3-5th periods).
- c. **Giving Tree:** Counselors are still working on lists. Nikki will hopefully have the tags to each campus tomorrow. Pick up a tag and shop for that family. Bring unwrapped items back to respective campuses no later than December 13, 2024
- d. **Coin Drive at MS/HS:** Mrs. Lovelady is in need of a service dog due to breast cancer and treatment. Have your students bring in

their coins on Fridays to put in their Club classroom. Clubs are having a contest to see who can collect the most. The Club who raises the most will get Snack Shack bucks and a small treat after the first of the year.

- e. **Elementary Popcorn Fundraiser:** (Melissa Anderson) 50% of funds goes to the school. Currently, 3rd graders are the top sellers. Monnie asked how the fundraiser was set up financially since it is not going through PTO. Melissa said the compliance lady said she could set up an account in Axiom for the elementary school to hold funds. Karen Woerner (online attendant) advised she doesn't set up Axiom accounts. It would have to go through someone in the finance department. This discussion will need to go through proper channels to be set up. The funds raised are accessible by PED if they come for "emergency funds" from the school. Currently, the funds are all held by the popcorn company and a check is made out at the end of the fundraiser.

C. PTO Facebook discussion/proposal: (Monnie Bigger)

- a. The PTO FB Group has gotten out of hand with members being rude, calling names, and being angry with content that is or is not posted. My proposal is to make the PTO FB an informational only group for Admins to post relevant information. And shut off all commenting when posts are made. Lots of discussion and ideas by all in attendance. Additional elementary administrators will be added to the page: Chantal Galloway and Melissa Anderson.
- b. Ideas given are as follows: Taking members off that don't have student(s) at EA, keep PTO page for activities, etc, create 2 FB groups: Elementary and MS/HS, become more strict with the rules of posting (no religion or politics), don't allow opinions, turn off anonymous commenting, more strict filtering of who is allowed to join the group (making sure they do have student(s) at the school)
 - a. Nikki will set up a time to meet with school administration to have further discussion about this. No permanent decisions were made.

VI. Open Forum: No questions asked.

VII. Adjournment of meeting: 9:24 am by Nikki Nance, PTO President

- a. **Next PTO Meeting:** Tuesday, December 17, 2024 at Gulton (MS/HS)
Campus at 6:00pm