

PTO Agenda & Meeting Minutes - January 11th, 2024

Attendees: Anjanette Taylor, Kristi Schooler, Octaviano Reyes, Terisita Thompson, Marty Craven, Toni Ugarte, Vanessa Luebke, Melissa Beach

Call to Order: Anjanette Taylor

Start Time: 5:01

December Financial Report:

- Current Balance: \$9086.06
- Income for December: \$431.80
 - Wendy's No Cook Night: \$321.80 - Pending Check
 - Winter Craft Night Concession Sales: \$100.00
 - Popcorn Sales - \$60
- Expenses for December: \$442.97
 - Hobby Lobby Craft Supply Costs: \$32.91 and \$67.63 = \$100.54
 - Sam's Teacher Gift and Concession Supplies: \$283.33
 - Dunkin Donuts Breakfast: \$59.60
- Monthly Profit: \$48.33

UPCOMING EVENTS:

- We need a standard sign in sheet for future events just to get an accurate count of attendees for future reference or a clicker person at the door :)
 - Teachers may have one hold off on purchasing
- [1/25 Literacy Night with Spaghetti Dinner](#)
 - Whole School Community Event
 - PTO has not reserved any rooms for this evening in MLS
 - Add RSVP to flyer return by 1/19/24, add QR code to sign-up as well
 - We will need 6 Rooms, Library, and Cafeteria for the evening
 - Setup 3:30 - 5
 - Event 5-7
 - Cleanup 7-8
 - Volunteer Form:
 - 6 for dinner
 - 2 serving
 - 2 cash box
 - 2 for drinks
 - 2 teacher and 1 additional helper per room
 - High Schoolers
 - Craft stations in the reading rooms
 - Rooms:
 - Gryffindor - Bravery and Courage
 - Brave Irene
 - Hufflepuff - Integrity/Honesty/Loyalty

- Empty Pot
 - Slytherin - Ambition and Determination
 - May Among the Stars
 - Ravenclaw - Curiosity and Wisdom
 - Ida Twist Scientist
 - STEM - Potions Lab
 - Pre-made slime
 - Choosing which Character Traits students want to emulate from each of the 4 houses.
 - Read to "Fluffy" - Comfort Dog
 - Leaky Cauldron
 - Cafeteria where the food will be
 - Free for the students if they went to each of the 6 rooms; \$1 for each adult, \$2 per plate if they did not go to each room
 - Library - Bookfair
 - ~~■ Library: the Bookmobile - forgot to contact them about this~~
- Give a family a "Marauder's Map" to help show which rooms to go to and get stamps from
 - Kari made one - just need to know what room numbers to put on for each theme
- Requested Event Budget: Originally \$100.. Asking to increase to \$550.00
 - Food: \$350
 - Spaghetti 6pk (\$8.98 x4), Sauce 3pk (\$8.98 x4), meatballs 32 serving bag (\$19 x 5), bread, butter packets, parm cheese, water
 - Plates, Napkins, Silverware, Cups
 - Water - 3 Cases
 - STEM Station Supplies: \$200
 - 10 Premade Gue at \$15 each (Return any unused items)
 - Mixins to represent characteristics (Glitter, Stars, etc..)
- **Spirit Wear**
 - Currently Open
 - Print flyers again for students with new pictures on it - handout same day as literacy night flyers go out Wednesday
 - Print colored flyers for Literacy Night (at least 1 half sheet per room)
 - Closed date: 2/2 - pick-up would be no later than March 1st for either date
- **SMENCILS:**
 - Need to order more cases @ \$300 each with \$200 profit per box.
 - 500 pencils in each box: 10 bundles of 50 pencils in each case.
 - Recommendation 3 boxes. Sold 2 Cases with no leftovers last year.
 - Start fundraiser on Someone Special Dance = 2/16 and ends the following week after the dance

- **Young Authors Books:**
 - Need Current Student Count before ordering books.
 - Craven is going to be sending out to the teachers in the next two weeks to get the students started sooner. She is going to add that there will only be 1 book per student. She will also include a suggested timeline for teachers to follow.
 - Get at least 20 extra books just in case new students
- **Someone Special Dance**
 - GYM Reserved
- **Change of fees by District**
 - 3 large events a year they will not charge for fee
 - Small event you can put in a request to not have a custodian to waive the fee

REVIEW OF PAST EVENTS:

- Winter Craft Night:
 - Lots of new faces and bunch of families
 - Craft Stations:
 - Glitter Ornaments (Balls)
 - Wooden Snowflakes
 - Bead Bracelets - Need new string for next year it wouldn't tie.
 - Snowflake Trees
 - Bead Ornaments: Red and White Candy Cane and Blue and White Snowflakes
 - Materials Purchased Cost:
 - Hobby Lobby: Beads (Red White, Blue, Opal), Pipe Cleaners (White), Glitter (Red, Blue, Green, Silver, Gold), Clear Ball Ornaments
 - Amazon: Charms for Bracelets
 - Concession Sales:
 - \$60 Start Up (2 tens, 4 fives, 20 singles) \$160 at the end of night so we made \$100 in sales!
 - Purchased new supplies as we were out of stock: \$120.76 (\$324 Profit Potential)
 - Chips: Pringles (48ct), Takis (46ct), Doritos and Cheetos Combo Box (30ct), and Lays (50ct)
 - Water (40ct) and Gatorade (mini 28 pack)
 - Candy: Starbursts and Skittles (30ct), Chocolate Fundraising Kit (52ct)
- Winter Teacher Appreciation:
 - Breakfast of Dunkin Donuts on the last day before break.
 - Post Break Winter Survival Kit - Mints, Gum, Lifesavers, Hersheys and KitKat bars for all the teachers to say Thank You!!!

- To be delivered to mailboxes on Thursday before the meeting. Cost: ~ \$120.00
- Spirit Wear
 - Katie from Print Loop has paperwork for both rounds and the check, but it has not been mailed yet
 - Check to “U-46 Educational Foundation”

NEW BUSINESS:

- Posting on Facebook: PTO Meetings/Fundraisers/PTO Website
- Look into where you can use personal vs PTO tax exempt
- No cook night: Red Robin for February?

Call to Adjourn: Kari Fry

End Time: 6:18 p.m.

****Google Meet ended at 6:00 and participants couldn't re-join****