

Pine Lane Elementary Executive PTO Meeting  
October 7, 2021

Board Member Attendees:

Hannah James – President  
Marilyn Preston – Vice President  
Amanda Sears – Secretary  
Stacy Allacher- Treasurer

Chris Stairs – Principal  
Krista Franks – Kindergarten South Rep  
Melinda McShane – 2<sup>nd</sup> grade South Rep  
Vickie Reynolds – North Rep  
Jennifer Taft -5<sup>th</sup> Grade North Rep

Call to order at 4:43 pm

Approved last meeting minutes

Recaps

Fall Fundraiser

- Raised \$33,742.20
- Items picked up by the families on October 1.
- PLE t-shirts and sweatshirts that were earned, have been delayed and should arrive within 3-4 weeks.

Kids Night Out

- Mission: Possible was a great success; great feedback from kids and parents
- Profit was \$5,310.73
- Going forward we need to discuss how we can do medical disclosures and waivers saying we are not medically responsible for their child as we typically do not have a school nurse on site during this event

Possible New Ventures

Refocus Centers

- This projected is by Maggie Donohue and will benefit Pine Lane staff and students
- Request is that the PTO supports her projected by sharing on our website, the PTO facebook page and in the weekly updates
- Marilyn moves to add a budget line to support Student Community for their service grants.
  - o Hannah seconds
  - o Budget line of \$250.00 added so the PTO can fund service grants on a yearly basis.

PLE Spirit Shirts

- PTO is looking into buying a heat press and screen print in order to make our own shirts for the staff that are included in the holiday gifts and teacher appreciation
  - o Roughly \$200 for the printer and \$200 for the heat press
  - o Mother Cutter charges \$2,200 for their shirts, Ashley & Hilary could make them for roughly \$600-\$700.

## Upcoming

### Fall Conferences

- October 12 & 14
- Will have pizza, drinks, and salad at both campus lounges for our staff
- Volunteers will set up and clean up

### Fall Festival

- Chair Kasey Johnson: this event will be an outdoor event on October 29 from 5:30-8:00 pm  
There will be early preorder discount tickets available, dinner available for \$5.00. There will be 4 games from Blaster Bouncer, StuCo is doing a haunted playground, seems like the preschool playground is the best option for this. Candy wars is happening this year, signup is going out this week for Trunks.

### Restaurant Nights

- Amanda will schedule a restaurant night for November

### Winterfest

- December 10 5:30 to 8:00 pm
- Pancake dinner
- Looking into mini blue spruces that can be handed out
- Tree Decorating: each grade level can decorate a tree
- A booth coordinator is coming in this Friday to measure and see how the booth setup will look like
- Hot chocolate station and games

### Book Fair

- December 6<sup>th</sup> – 10<sup>th</sup>
- There will be a teacher Wishlist, opened late on Friday night to correspond with Winterfest
- Signup genius will go out for volunteers to run the book fair

### Spring Fundraiser

- This will run during conference nights in March
- Silent auction: baskets and opportunities will be available during the auction  
There may be a dinner option, but more detail will follow in the coming months

### Bear Brunch

- February 16<sup>th</sup> 8:00-9:00 am
- There will be donuts, juice, coffee before school available to all how attend. Family event, parents must stay with their kids

### KNO for a Cause

- Date TBD, StuCo budget TDB
- Will run registration through MySchoolBucks

#### Yubbler

- Will need to have supply lists from the teachers by April
- Vickie will work with the PTO rep for this in order to have all the information ready

#### Spring Conference Meals

- We do not have a chair, Amber Alvarado and Holly Ehler are interested

#### Bear Crawl

- Ninja Nation is coming back to PLE on May 20, this will be an all day event as an on-campus field trip.
- Signup and payment will be through MySchoolBucks
- PTO may do a fundraiser initiative for T-Shirts

#### To Do

- PTO needs to increase transparency on how to apply for the PTO grants. We can send an email out to staff and add it to the website
- By law work need to be done and completed
  - o November 1 at 4:00 pm. Jen Taft, Amanda Sears, and Chris Stairs will meet to finalize the copy of the bylaws and send it out to the community.
- We need to assemble committees for the rest of the year

#### Treasurers Report

- Preloaded debit cards: for all events PTO will give out a preloaded debit card with the amount budgeted for the event. Volunteers can take the preloaded card and use it how they need in order to successfully run the event. Hannah is no longer able to share her debit card.
- Registered with the State of Colorado and now we have a state tax exempt status
- Still attempting to get an Amazon Smiles account
- Potential needs of the school; turf, tech; Chris will compile a list of additional needs he sees as north opens and we move back in.
- We need to have a 1099 on file when we pay vendors during events

#### Other

- A Year in Review will be on the PTO website
  - o We need to update events
  - o Vickie will help do this

Adjourned 6:30 pm