

Kings Valley Charter School PTO
June 21st, 2023 @ 6:00pm
Meeting Location: Guthrie Community Hall

The purpose of the PTO is to support the students and staff of Kings Valley Charter School in their mission to provide academic excellence for all students.

1. **Call to Order/Introductions:** Do we have a quorum? 4 voting members (2 must be executive, 2 members that have attended two: **Karon, Renaldo, Wren, Robin, Bri, Melanie**)
2. **Announcements-**
 - a.
3. **Funded Proposals -**
 - a.
4. **Meeting Minutes:**
 - a. Review & Approve April Meeting Minutes.
Robin moves, Karon seconds, all approved for April meeting minutes
 - b. Review & Approve May Meeting Minutes.
Karon moves, Robin seconds, all approved for May meeting minutes
5. **Treasurer Report:**
 - a. May balance: \$ 24,843.13
 - May reconciliation
 - May bank balance: \$25,336.11
 - Outstanding checks total: \$492.98
 - An add'l \$3,910.28 in paypal to be transferred to our bank account.
. Renaldo moves, Karon seconds, all approved the May treasurer report
6. **Old Business:**
 - a. Elections:
 - Nominations below
 1. President: Wren Huff ***has banking/financial access**
 2. Secretary: Bri McIntyre ***has banking/financial access**
 3. Treasurer: Karon Springstead ***has banking/financial access**
 4. VP of Elementary: Karri McGovern
 5. VP of HS remains Renaldo Nieves (no nomination/vote necessary)
 - Officers shall assume their official duties on July 1st and shall serve a term of one (1) year with an option of 2nd year without needing to be re-elected or until their successors are elected.
 - Vote:
 1. If there is but one (1) nominee for an office, election for that office shall be by voice vote.
Renaldo moves, Robin seconds, all approved to new elected positions.
7. **New Business**
 - a. Thank you notes to business that donated to the auction

- Can anyone help with these?
- Thank you signing will be at Brew in Independence on Wed, 6/28 @ 6:00
- b. Creating a budget for next year: plan & who is involved?
 Robin & Karon will create a new budget for the 23/24 year. Wren will want to review it before we have our August meeting
 Look into creating a welcome back to school funding/budget for staff and teachers to help with their classroom or needs. It could help make things more equitable for all teachers and staff (i.e. those who don't have a homeroom)
- c. Two reimbursements pending in the reimbursement form: anything needed? Or all good?
- d. PTO Welcome packet to new families
 - member form, survey, PTO 101 doc w/ QR code, description of different roles, examples of projects funded in the past or partially funded, time commitment information,
- e. Specific Roles: Need volunteers
 - Website updates (this can be a couple of people?)
 1. Adding pictures
 2. Updating bios
 3. Adding wish lists
 4. Adding meeting minutes
 5. Adding funded projects
 6. Adding fundraiser info
 7. Add a way to have parents ask questions and the PTO can respond back
 - Social Media
 1. Posting meeting reminders
 2. Posting fundraising info
 3. Auction Marketing

Ask Renaldo's wife, Michelle, to help with our social media presence through Facebook
 Melanie is interested in helping with our website.
 - Book Fair
 1. Organizing & managing a scholastic book fair during PEP conferences

Ask Karri if she would be interested in this.
 - Anything else?
 - Brainstorm plans/Goals for 2023-24
 - Meeting with staff members (elementary, Middle/High) to explain what the PTO does and how we operate. Share a handout that has that info.
 Wren will connect with Athena to see if she can have some time during PD week (week before school starts, August 21-25) to let staff know what the PTO is about.
 Check to see if there are any social media outlets we need to look into, something that might be more current or relevant.

8. **Future Business**

- a. [Volunteer Survey](#): Brayden has put together a [draft survey](#) for us (thank you Brayden!).
 - Would like 2-3 volunteers to review and suggest any amendments (if needed). There is no rush on this project so this can wait until Spring.

- Robin, Michelle and Karri volunteered. And Karri too
- b. PTO Sponsored first aid class
- c. Mod Covers:
 - Per Mark Hazelton, the contractor for the CTE building will give us a design and quote for these covers. Once we get that information, we'll get a better idea of cost and potential options with regards to more "Project" type roofs (solar, green, etc).
 1. Multiple bids
 2. This guy was the lowest bid for the CTE building.
 3. Kari-Anne getting name of contractor
- d. Check into using Quick Books for future bookkeeping for the PTO.
- e. For the end of the year: Fundraiser report card
- f. PTO Bank/PayPal issues
 - Robin - need to connect and get new username & login to reconnect

9. 2023-2024 PTO Meetings will be the 3rd Wednesday of the month: next meeting is
Wednesday, August 16th @ 6pm - location to be determined. Although it may need to be earlier depending on the Treasurer audit & back to school night.

- Look into the possibility of moving meetings to Tuesdays for this upcoming school year.
- Look into switching our banking institution and look into a possibility to OS Credit Union

Adjourn the meeting