

PTO Meeting Minutes FINAL



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

Meeting minutes recorded by Matthew Garcia, MidHigh VP

Tuesday, January 21, 2025 8:15am @ Elementary Campus and online at
<https://meet.google.com/cjz-utrw-krs>.

- I. Procedural Agenda
 - A. Call to order @ 08:22am
 - B. A quorum of the PTO Board was present as follows: Nikki Nance, Matthew Garcia, Chantal Galloway, Richard Hielkema, Monnie Bigger (online), Melissa Anderson.
 - C. See sign in sheet for everyone in attendance.
- II. Approval of the agenda: Motion to approve January meeting agenda by Nikki Nance. 2nd motion by Matthew Garcia. All in favor.
- III. Approval of December 17, 2024 PTO Meeting Minutes: Secretary, Monnie Bigger, discussed highlights from the December 2024 PTO Meeting. Motion to approve by Melissa. Seconded motion by Matthew Garcia. All in favor.
- IV. Finance Report: per Chantal Galloway. See attached budget printouts for all details.
 - A. PTO Starting balance: \$28,895.91
 - B. PTO Ending balance as of 12/31/2024: \$26,078.89
 - C. Clubs Accounts 12/31//2024:
 - a. Starting balance: \$23,519.27
 - b. Ending balance as of 12/31/2024: \$26,281.94
 - D. Popcorn fundraiser funds were discussed as was the expenditure and income from Jingle/Mingle event. PTO President requested clarification on a couple of expenditures, and details were discussed with Treasurer. Funds were moved from Clubs account to cover expenses used from PTO account for Jingle/Mingle. This is reflected in financial reports for full transparency.
 - E. Motion to approve all financials by Richard. Seconded motion by Melissa. All in favor.

V. PTO Business

A. Recent Events

- a. January Staff Breakfast - Burritos from Donut Mart were picked up by Richard for the staff event and were appreciated. Thank you to parents who donated funds to help cover this event.

B. Upcoming Events

- a. Staff appreciation week (May 2025)
 - i. We are in need of a chair for this event. A request was made to find someone who might be interested in helping to chair this event. We will be posting this request to Facebook and calling a meeting for interested volunteers.

C. New Business

- a. Board nominations 2025-2026 School year
 - i. Vacancy for VP for Elementary School Campus
 - ii. Also looking for nominations for other Board Members; Nikki will post board position information and descriptions on PTO website and Facebook today.
 - 1. Question regarding how to nominate. Sending an e-mail to PTO president is sufficient (pto.president@explore.academy)
 - 2. Discussion regarding number of Board members on PTO: bylaws indicate 5-9: 5 elected officers, 2 appointed officers and 2 elected "at-large" Directors to be decided based on bylaws and updates we are looking to do.
 - 3. Question regarding distribution of Board officers - Representation (how do we determine how many we need from each campus). PTO Board is working on bylaws and it will be better defined with new byla
- b. Update on PTO bylaws revisions
 - i. Board is about halfway through this. We will be meeting next week to continue this process. Operating currently based on the bylaws that are posted on our website.
- c. Elementary student club/activities
 - i. Student council is selling ducky-grams for \$1 for Valentine's day. Between Feb 3rd and Feb 11th, there will be a link to order and fill out for delivery.
 - ii. Steam lab - \$400 raised for the steam lab.
- d. MidHigh student clubs/activities
 - i. Winter dance is this Friday, January 24, 2025

- ii. Student council state conference in February.
- iii. Honor Society has a talent show coming up in February as well.
- iv. Student concert coming up in february.
- v. Midhigh treat in December - Hot Cocoa leftover, so we are donating leftover cocoa for MH/HS dance on January 24, 2025.
- e. MidHigh Book Fair in spring?
 - i. Question raised if we want to offer this again? Elementary School will be having one again as well, but we want to know if MidHigh/HS still wants one.
 - ii. A question was raised in terms of location for this to secure everything. 2 volunteers is ideal, though it relies on volunteers.
 - iii. A volunteer present from last book fair requested that teachers wear a lanyard to differentiate them from parents or upper classmen.

VI. Open Forum:

- Regarding Book fair - recommended summer reading list from teachers which may increase interest in book fair and help guide purchases.
 - The nature of Google classroom appears to have slowed reading to some degree, but parents indicated an interest in trying to figure out a way to incentivize students to read more. A rewards program?
- Question raised in terms of co-mingling of K-5 and 6-12 staff. An idea was raised that the lack of presence between campuses has helped to create a sense of division between campuses.
- During staff appreciation in 2024, massages were offered to Mid-High staff, which gave the appearance of “favoritism”, though it was a direct request from the mid-high/hs staff. Danielle says the reasoning for only Mid/High was due to instructors having to come with the massage therapists and having to pay instructors.
- For staff appreciation: we discussed cost per person in terms of staff support and budget versus 50/50 split because staff at K-5 is not as large in number as staff at 6-12.
- Question regarding Spring dance at K-5, and if we are looking at doing this again?
- Question about what the budget is for staff appreciation? Question regarding why we have 28k in our account?
 - Clarification regarding our meeting on bylaws and budget. Fall Festival is our largest fundraiser, and the budget that we have in

place currently is what was approved at the beginning of the year. We are reconsidering adjustments to the budget. Our goal is to maintain funds in the account that will cover our budget for next year. Additional funds may be allocated elsewhere to other events.

- We discussed our initiative to discuss our budget and how to properly allocate funds to campuses and needs at each campus that will be most beneficial. Volunteerism is a challenge, but we can form committees and we are looking at honing in on committees and defining what they are doing and how parents can help in hopes of boosting volunteerism and participation. This will hopefully address this concern.
- Alternative fundraising efforts - We need someone very trustworthy to manage fundraising efforts. Must work closely with PTO Board and staff/administration. We must have a very tight system to provide full transparency and a checks and balances system to verify and trust the process.
- PTO member discussed some ideas on how PTO can better request funding either in lump sums or on a monthly basis, to help parents simplify the process.

VII. Adjournment of meeting @ 09:18am by President, Nikki Nance

A. Next PTO Meeting: February 18, 2025 at Gulton (MH/HS) Campus at 6:00pm