



## Castle View PTO Meeting Agenda and Minutes

### 11-16-23

#### **2023-2024 Board Members:**

**Principal:** Dr. Jeena Templeton

**Assistant Principal/Activities Director:** Lindsey Litherland

**Co-President:** Kim Kolbe

**Co-President:** Jamie Lundvall

**Treasurer:** Ed Dobosz



**Secretary:** Jen Harris

**Voting Member:** Lisa Dobosz

**Attendance:** Jeena Templeton, Lindsey Litherland, Lisa Dobosz, Ed Dobosz, Kristin Allen, Catherine MacInnes, Debbie Ricks, Kari Barnes, Erika Milligan, Jamie Lundvall

Time	Name	Agenda Item	Minutes
5:30-5:35pm	Jamie Lundvall	<b>Welcome!</b> <i>Introduction of Board Members</i>  <i>Introduction of all attendees</i>  <i>Approval of Minutes</i>	<ul style="list-style-type: none"><li>• Jamie called the meeting to order at 5:30pm.</li><li>• All attendees introduced themselves.</li><li>• Jamie asked for someone to approve last month's minutes; Debbie approved.</li></ul>
5:35-5:45pm	Ed Dobosz	<b>Budget/Fundraisers</b> <i>Current Bank Balance</i>  <i>Budget</i>  <i>Upcoming Expenses</i>  <i>Fundraiser (MySchoolBucks)</i>	<ul style="list-style-type: none"><li>• Ed went over the current treasurer report.</li><li>• We have had a terrific response from the community for the MySchoolBucks donations. Ed didn't have a current total, but last he checked, we had already passed last year's amount of \$3,200. Jeena has sent out two emails, Jamie has posted on Instagram repeatedly, and Jeena is</li></ul>

			<p>including it in her weekly newsletter for a couple of weeks.</p> <ul style="list-style-type: none"> <li>• We have spent more than we did last year (YTD), but we've also collected more.</li> <li>• As of meeting time, we had a balance of approximately \$7,775.00 in our PTO account (this does not include some of the MSB donations).</li> </ul>
5:45-5:55pm	Dr. Templeton/ Lindsey Litherland	<b>Principal's Report</b>	<ul style="list-style-type: none"> <li>• Jeena said the next "big" thing is the CV Showcase on December 6th at 6:00pm. This is for all 8th grade families who are interested in learning more about Castle View. Jeena asked that we spread the word to any prospective students and families. She does send out an email to CRMS families, as well as the charter schools in Castle Rock.</li> <li>• A parent suggested we have students (Student Government? Link Crew?) give tours to families that evening. Jeena liked the idea and said they will work on that.</li> <li>• PTO will have a table at the CV Showcase (as well as sports and clubs, academics, subject areas, etc.)</li> </ul>
5:55-6:00pm	Jamie and Kim Kolbe	<b>What We Have Done To Date</b> <i><b>August:</b> Chick-fil-a for a "Welcome Back" breakfast for staff</i>  <i><b>August:</b> PTO table at freshman check-in</i>  <i><b>August:</b> PTO table at Back to School Night</i>  <i><b>August:</b> Purchased new parking signs for front parking lot (PTO Auction Winners - 6; and SaberBlazer of the Month - 2)</i>  <i><b>September:</b> Coffee Sarap drinks for all staff</i>  <i><b>October:</b> "Trick or Treat with the PTO!" event for staff</i>  <i><b>November:</b> Kneaders breakfast for all staff</i>	<ul style="list-style-type: none"> <li>• Jamie went over the things we have done so far this school year.</li> <li>• The October and November events were huge hits with the staff!</li> <li>• Jamie shared with others the amount of gratitude and appreciation that was shown to the PTO by staff members. The CV staff is always so thankful for everything we do!</li> </ul>
6:00-6:30pm	Jamie, Kim and Lindsey	<b>New Business</b> <i>Review schedule of monthly meetings (next meeting is December 13th)</i>	<ul style="list-style-type: none"> <li>• Jamie reminded everyone that our next PTO meeting is on a Wednesday (instead of the usual Thursday) -</li> </ul>

		<p><i>Plan next event for PTO presence: Castle View High School Showcase (December 6th - 6-8pm)</i></p> <p><i>*Table, treats, PTO info, etc.</i></p> <p><i>Plan next event for staff appreciation: Staff lunch/gifts (December 20th)</i></p> <p><i>*Which businesses?</i></p> <p><i>*Choose date to assemble gifts</i></p> <p><i>*Sign-up Genius to go out to PTO email list</i></p> <p><i>Looking ahead - Events while Lindsey is out</i></p> <p><i>*January -</i></p> <p><i>*February -</i></p> <p><i>*March -</i></p>	<p>December 13th at 5:30pm in the back of the library</p> <ul style="list-style-type: none"> <li>• We are looking for volunteers to be at the PTO table at the CV Showcase</li> <li>• We decided we will get together at Starbucks on Thursday, December 7th at 1pm to assemble staff holiday gifts</li> <li>• Jamie will send out a Sign-Up Genius to the PTO email distribution list</li> <li>• A parent asked if parents can help write on the gift tags at their convenience ahead of time. Jamie will add this option to the Sign-Up Genius.</li> <li>• We voted on giving each staff member a \$25.00 gift card and candy, wrapped in a little bag with ribbon and a handwritten gift tag.</li> <li>• We voted on the following businesses to purchase the gift cards: Amazon, Chick-fil-a, Target, and Starbucks.</li> <li>• We penciled in our events coming up after the new year: <ul style="list-style-type: none"> <li>○ January - help admin with their "Stock the Fridge" event. We will be asking for volunteers! Date TBD.</li> <li>○ February - Popcorn Bar (Popcorn Bliss in Castle Rock) - near Valentine's Day</li> <li>○ March - St. Patrick's Day breakfast and lottery cards</li> <li>○ April - UNDECIDED</li> <li>○ May - Week-long National Teacher Appreciation Week</li> </ul> </li> </ul>
6:30pm	Jamie	<p><b>Adjourn Meeting</b></p> <p><i>Thank you all for attending!</i></p>  <p><i>If you need to get in touch with the PTO board, please email us:</i></p> <p><a href="mailto:sabercatpto@gmail.com"><i>sabercatpto@gmail.com</i></a></p>  <p><i>You can find us on Instagram:</i></p> <p><i>@sabercatpto</i></p> <p><i>It's going to be a great year! :)</i></p>	<ul style="list-style-type: none"> <li>• Jamie adjourned the meeting at 6:22pm.</li> </ul>