# Shenandoah PTO

Meeting Minutes
August 15, 2024

**Present**
Alison Asbury, Michelle Chacon, Amy Dannemiller, Suzanne de la Flor, Caroline Dougherty, Karen Flood, Desiree Houghton, Angela Houle, Ilana Ibarra, Amanda James, Megan Lovett, Amber Maroon, Alyson Mischel, Megan O'Dell, Stephanie Parkkila, Laura Sadler, Lindsey Smith, Kimberly Triplett, Kelly Windham, Crystal Wiseman

**Opening**
The regular meeting of the Shenandoah PTO was called to order at 6:05pm on September 19, 2024, by Kimberly Triplett.

**Principal's Report**
Principal Houghton gave her report.

- The school is rated as an A school!
- The SAC voted to approve the Accelerated Reader program for the current school year, K-5.

**Approval of Minutes**
August 2024 meeting minutes were presented. Crystal Wiseman moved to approve. Michelle Chacon seconded. Unanimously approved.

**Secretary Vacancy: Nominations / Vote**
Board nominations and votes were done last year, but the Secretary has gone to another school so votes need to be taken again. Sarah Ashby has agreed to step into the role, but it is open to other people to do it also. No one else put their name in. Lindsey Smith made the motion to vote in Sarah Ashby for Secretary. Crystal Wiseman seconded. Unanimously approved.

**Treasurer's Report & Budget Review**
The August 2024 report was presented by Megan Lovett. The opening balance was $9,725.93 then had an income of $3,636 and expenses of $7,523.13. One uncleared check is $2,753.13. The Bank Balance is $8,591.93. The Book Balance is $5,838.80. Last year a lot of money was spent as there was money leftover from prior years, this year there is less money so will have to be more careful on spending. Income was for PTO memberships, Adopt-a-Bobcat, and similar items. Last year's number needs to be adjusted, as the fundraiser for the gymnasium the company put the wrong name. A new check is being cut and will need to be picked up. Crystal Wiseman moved to approve the treasurer's report. Stephanie Parkkila seconded. It was unanimously approved.

The proposed 2024-25 budget was presented. It is a slimmed down budget from the prior year. Shirts were pre-purchased and will need to be sold to make a profit. Considerations include:

- **Carnival:** The carnival costs are expected to be more expensive than prior years.
- **Dance:** We try to break even at the dance; will be doing the Bobcat Bootacular again, will likely make a profit.
- **Yearbooks:** May make a small profit on Yearbooks. Looking at how to encourage people to sign up for memberships.
- **Hospitality** has to be $2,000, need to get donations from local businesses and individuals.
- **Insurance:** Has to be renewed.
- **Ron Clark app:** Costs this year will again include the Ron Clark app.
- **Teacher Mini-grants:** $100 for teachers who are PTO members who finish the "bingo" card.

Stephanie Parkkila motioned to approve the 2024-25 budget. Mrs. Maroon seconded. Unanimously approved.

**Communications Report**

Keeping all social media platforms updated with events, parents are liking the calendar, and printing things. Continuing on doing the "staff spotlight" each month on a new staff member. Looking now to post about Open House. Sending things out on Talking Points so parents are still getting things through talking points. A question about emails to parents was asked.

**Committee Updates**
Looking for committee leaders and members.

- **PTO Membership:** Stephanie Parkkila is going to take point on membership. Will do the membership drive like a few years ago, will have competitions between teachers in k-2 and 3-5, and the teacher with the highest percent of students becoming PTO members will get something, and the highest class in each grade level will get something else (popsicles or pizza, etc). Flyers are going home soon with a QR code, in both English and Spanish.
- **Fundraising:** Crystal Wiseman and Mrs. Maroon are co-chairing fundraising. Fundraising ideas were discussed.
- **Carnival:** Kelly Pittman is taking point on Carnival.
- **Hospitality:** Have done a lot of things for the teachers already – stocked the teacher's lounge, Firehouse Subs lunch, breakfast, etc. Stocking the lounge is running into issues as things are disappearing at a larger rate. Encouraging people to bring individually packaged items to the BBQ for the teacher's lounge.
- **Homeroom Parents:** Papers were put out at "meet the teacher" to have parents sign up to be homeroom teacher. Sign-ups have been low. Megan O'Dell willing to be the leader for this again, helping to find people for each class, and at the end of the year finding out how homeroom parents helped and getting the volunteers at the volunteer breakfast at the end of the year.
- **Fall Dance:** Ilona Gromlich headed this last year, and will do it again on October 17. She will need help. Will talk about this more at the next meeting.
- **5th Grade:** Lindsey Smith, Michelle Chacon, and Karen Flood are taking point on 5th Grade Committee. Have a Facebook page, having parents join it.
- **Open House:** Need a leader and committee for the Open House, last year did pizza and drinks. Lost money for the $5, need to increase the amount. Kelly Pittman will call about the pizza. Need to make a flyer for people ordering dinner, and organize volunteers. Michelle Chacon will make the flyer. The money pays for dinner for the teachers; other schools have people "sponsor a teacher" for dinner, can put that option on the flyers. Will sell Bobcats, shirts, other things.
- **Tile Night:** Will need a committee for that.
- **Silent Auction:** Biggest fundraiser for the school. Needs a leader to start now, asking businesses for donations. It is a lot of work, along with class baskets.
- **Skate Night:** Setting up skate nights for this year too. $10/kid.

**AR Funding Request**
School is paying for this, so PTO does not need to.

**House Point Tracking App**
Ron Clark app is expensive, and there are questions ($1800) as to its worth. Not all teachers are using it. Looking at other ways to do it, as tracking points is important. It's not just by "house," but also by student, and connects with the store.

**New Business/Open Forum**

- **Back to School BBQ:** Will have a spinning wheel that kids can do at the BBQ. Need people to set up, serve food, breakdown. Kelly's Ice Cream will be there to sell ice cream and will give a percentage back to us. Have two grills coming. Need be there by 10am.
- **Organizing Sales:** Discussion about how to organize future selling of items as it was very hectic and confusing at Meet the Teacher, having stations.

- **English/Spanish:** Ms. Cindy said she can help more with translating PTO materials into Spanish, if given enough time to translate.

**Upcoming Dates**

- August 17 – Back to School BBQ

**Adjournment**

Meeting was adjourned at 7:07pm by Kimberly Triplett.