Staton Elementary PTO

Board Meeting Minutes

**PTO Board Meeting – August 9th, 2018**

Meeting called to order at 10:15am by Leigh-Anne Mateyka

**Members and attendees present:**

Leigh-Anne Mateyka, President

Shannan Ohlson, Yearbook/VP

Lindsey Crafton

Emily Nelson

Amanda Marcuccio

Yari Kartzmark, Treasurer

Kristy Froehlich, Website

Anne Tanaka, Membership/ Parliamentarian

Jolene DiMaria

Kristina Havill

Laurie Saposhnik

Suzie Minetree

Lindsey Tomlinson, Principal

Rachel Solem, Vice Principal

**Business**

* Ice Breaker by Shannon Ohlson. Everyone introduced and shared a little about themselves.

**Lindsey Tomlinson**: Thanked the PTO for all their hard work over the summer getting ready for the school year, decorating the teachers’ lounge, and setting up the garden. The PTO was asked to reach out to volunteers who could help with Monday’s kindergarten lunch specifically. Kindergarten lunch starts at 11:10am but volunteers need to arrive around 11am.

**The theme for Staton this year is “FULL STEAM AHEAD”. School colors are Green, White, and Black.**

**Reminder:** 1st day of school, parents are allowed on the playground in the morning. All staff members will be out on the playground the first and second day of school.

**After school programs that will be available this year:**

* Red Rover: (possibility, still in discussion) More teacher/parent volunteers needed. It would be 4 days a week.
* Good News Club: This is an after school bible study. The district is making sure it is available at schools. Possibility of a church donation.
* Chess: (possibility, we need someone skilled to help players)
* Kids Finance, Yoga, Drama Kids, Piano, Cheerleading, Engineering, Robotics Club, Garden.

**Leigh-Anne Mateyka – President’s Report**

* 2018-19 PTO Board Elections. The following positions are up for election: Secretary and Parliamentarian. The following members were nominated for available positions: Suzie Minetree (Secretary) and Anne Tanaka (Parliamentarian). Laurie Saposhnik made a motion nominating Suzie Minetree as Secretary and Anne Tanaka as Parliamentarian, Kristy Froehlich and Jolene DiMaria both seconded. Vote was taken by a show of hands, and was unanimous; there were no objections.
* Vote to approve minutes from May 10th, 2018 meeting. Shannan Ohlson made a motion to approve the minutes for the May meeting as submitted; motion was seconded by Emily Nelson, motion passed and minutes approved.
* Mrs. DC was set to retire this year but due to budget cuts Staton’s library position was dissolved. In place of it we will have two CTT’s Laura McCamey and Kristy Froehlich.
* PTO was able to fund the Technology teacher for the 2018-19 school year.
* **Future PTO meetings will be held on the second Friday of every month at 8:35am**. This seems to be the best time when the most members are available. Two teacher representatives should be present at the meetings.
* Please look for the color-coded calendar of the upcoming school year. It will be giving out in a packet sent home with your child the first week of school. The calendar has all the upcoming PTO events marked. The calendars will also be emailed off to PTO members. Please note that these events are very important opportunities to take pictures, which need to be submitted to yearbook via email or text.

**Fundraising**

* Fundraising is key to helping out our school. Last year the PTO cut a check to Staton for $160k. This money allowed for a Technology teacher, 4th grade teacher, lit kits for 4th grade and more.

**Building Relationships**

* PTO is always looking for new members. If you know anyone who you think might be a good fit, please send them our way. We need people to learn some of the positions which will be vacant next year.
* We just need them to “Do what they can do when they can do it” and we understand and feel “Family First”
* Leigh-Anne thanked everyone for all their hard work over the summer!
* When attending PTO meetings, if you are in charge of an event and need volunteers, please bring a sign up list for volunteers.

**Current Need for Volunteers:**

1. Lunch Brunch – Kindergarten and First Grade (mainly) but volunteers for all grades are welcome. Lunch is from 11am – 1 pm. Kindergarten and First Grade need help opening up Tupperware and overall encouragement. Teaching them how to open items would be best.
2. Welcome Back lunch for Teachers – Volunteers are need (August 17th) to man the teachers lunch for 2 hours.

**If you haven’t already done so please get a volunteer badge, anyone at the school more than 4 times a month need a badge. Information on how to do so is on our website, or you can inquire at the front office.**

* Publicity (i.e. Facebook, flyers, emails, text) anything going out to parents needs to be seen first by Leigh-Anne and then approved by Lindsey Tomlinson. If you are working on an event just know that Lindsey is already mentally thinking about it three weeks prior to the date. Work ahead if you can.
* New Room Parent flyer coming out. Please note that a room parent does not have to be a PTO member.
* Shannon Ohlson and Leigh-Anne are our current **Room Parent Coordinators**.
* PTO will help with those teachers who did not end up with a room parent.
* Once all room parents are obtained, a room parent meeting will take place over the expectations for the year.

**Open Positions: Great American/Great Nevadan, Parent Farmers**

* Parent Farmers: Volunteers do not have to be gardeners to volunteer. Parents are welcome and encouraged to volunteer for their child’s grade level. Lessons start in October on Tuesdays and are from 9am-12am. Lessons are provided and if you don’t want to teach you can always assist. Sign-ups will be available via Staton’s online website or a signups sheet at PTO meetings.

**APEX**

* Emily Nelson wants Apex contact info.
* We reevaluate every year and Apex won out again this year. We collected 91% of our pledges last year! Our cut from the program is around 52%. Red Rover was considered, but there would be more work on our end, hyping the children throughout the week for the run, as they only come out the day of the race.

Thank You Leigh-Anne, Yari, and Shannan the Pioneer Pride gate cups look AMAZING! They can be seen from the street and really show off our school pride. This year we are looking to brand our colors (green, white and black) and our letter “S”. Upcoming items for sale will be a magnet letter “S” which can attach to the back of your car and window clings.

* We are discounting our old Staton t-shirts. We had a back stock of 90 unsold shirts. Motion was made by Kristy Froehlich, and seconded by Kristina Havill to sell the old shirts for $5 each. Motion passes, none opposed.

**Budget with Yari:**

* On the Staton budget Leigh-Anne wanted to change the wording from “T-shirts” to “Spirit Gear”. Motion was made by Anne Tanaka, seconded by Emily Nelson. Motion passes, none opposed.
* If you need a check for an event, forms are located in the PTO drawer.
* If you are purchasing anything for the PTO, keep in mind that you will not be reimbursed for the tax (stores like Target), unless you purchase from a wholesaler (i.e. Costco). There is a tax-exempt form that you can carry with you where don’t have to pay the tax as long as it is a purchase for the school. Inquire with Yari for more information on tax-exempt forms.
* On the last page of all “Proposed Budget” handouts at the bottom in the boxed in area it shows the PTO’s current Net Assets, which is recalculated for each month. Our current Net Asset as of the end of July is $12,862.26.
* It was brought to the boards attention that our current QuickBooks expense has increased. Instead of $120 for the year it will now be $240. Yari will be looking into the cause of the price increase.
* June is the end of the fiscal year. Items like the Holiday store and 2018 great American banner are already accounted for in the following years budget.
* Lisa Kurtz would like reimbursement for $195 in hospitality gift cards. Motion was made by Kristy Froehlich for a one time reimbursement, and seconded by Anne Tanaka. Motion passes, none opposed.
* By laws need to be revisited especially in areas like the budget. It was discussed that members will have 30 days after an event takes place to submit all receipts for reimbursement.
* Kristy Froehlich will turn in Holiday Store receipts after the first event.
* Thank you Emily Nelson and crew for the wonderful Lounge decorations! The lounge will be changed for holidays and seasons.
* Hospitality will be celebrating teacher birthdays with pop gift cards and (cookies).
* For those who don’t know and need access to the PTO room the key can be found at the front office in a drawer labeled PTO. The key is on a purple lanyard. There is also PTO storage located by the dumpsters.

**Membership with Anne:**

* There will be a table out during Open House. 4 volunteers are needed to promote signups for the PTO. Volunteers were also asked hand out water bottles to parents, sell t-shirts, and sign up members. Even if parents do not want to volunteer, by signing up with the PTO they will receive information on upcoming events, receive a monthly newsletter and be donating to the school.
* Last year PTO members totaled 232 for the 838 kids enrolled. Membership drive will be in effect till October 1st.

**Upcoming Event**

* Boo Hoo or Yahoo! Breakfast: Flyers will be available for Kindergarten and Pre-K parents, as well as new parents to school. PTO members welcome to come help out after the bell rings on the first day of school.
* Applebee’s Flapjack Fundraiser Pioneer Breakfast on Saturday, August 25th from 8am-10am. Tickets are $10 per person. We will try and sell tickets during Open House. The school gets $5 per ticket sold.

**Yearbook -** statonptoyearbook@gmail.com

* Homeroom parents and teachers are being asked to take pictures at events throughout the year and submit them off to yearbook. There has been a google photo album set up for this purpose.
* All PTO members have been asked to take at least 3 pictures of students the first day of school and email them off to yearbook.
* If you are in charge of an event please get in contact with yearbook.
* Pictavo is still available off the Staton website for those who still want to use it.

New emails were set up for PTO board members that will carry on every year.

Meeting adjourned by Leigh-Anne at 12:15