**Staton Elementary PTO**

**Meeting Minutes**

**May, 17th, 2019**

Meeting called to order at 8:41 am by Leigh-Anne Mateyka

**Members and attendees present**:

Leigh-Anne Mateyka – President

Shannan Ohlson – Vice President

Emily Nelson – Hospitality

Anne Tanaka

Kristina Havill – Hop n Pop

Glenda Ninkkovich

Lindsey Davies

Yari Kartzmark – Treasurer

Rebecca Gates

Suzie Minetree – Parliamentarian

Gina Retke

Sheila Nikiforova

Martha Morris

Amanda Galindo

Amanda Marcuccio

***Business***

**Emily Nelson – Hospitality**

* Teacher Appreciation week went well, smoothly and was a success.
* There were a lot of food donations (about $2,000) so not all the budgeted funds were used. The leftover funds will be a credit to be added to amount given to school.
	+ Bok Bok donated a full spread
	+ Shilpa made a bunch of food
	+ PTO made treats
	+ Jason’s deli donated breakfast sandwiches and fruit platters
* There was a discussion about changing the teacher gifts for next year

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

* Motion to approve April meeting minutes made by Amanda Galindo, Anne Tanaka seconded motion, motion passed.
* Thank you to everyone this year! It was a lot of work and a learning process, but all the help with events and pitching in whenever needed is really appreciated. It’s been a positive experience.
* An email from Windsong was just received and they approved $80,000!
* There are still 4 - $1,000 donors that we’re working on getting, we have verbal commitments so far.
* We spent less in almost every category this year than we budgeted for.
* We should be able to cut the school a check for about $160,000! The hope is that it will be more next year with the fun run change and the 20th anniversary fundraisers.
* Field day is coming up and help is needed getting water & ice down to the park.
* Open Board positions:
	+ Shannan Ohson volunteered to head Picnic in the Park
		- Gina Retke will contact Summerlin Council to reserve park.
		- Leigh-Anne will contact Victory to see if they will sponsor.
		- Leigh-Anne will do food trucks (corndog truck, Jason’s Deli, Breakin the Ice)
	+ Unsure about Art to Remember fundraiser next year. We may do art tiles instead.
	+ Holiday Store – Kristy Froehlich’s last year is next year so we need someone to work with her this year to learn the process. Lindsey Davies volunteered to fill this position!
	+ Box Tops – Leigh-Anne and Lindsey Davies are working on for now. A suggestion was to start offering more experience type rewards instead of cookies, treats, etc.
	+ Suzie Minetree volunteered to take over the website.
* We will need to update the budget to reflect expenses in each category. There will be a meeting in June or July to draft a budget for next year and this will be voted on at the August PTO meeting.
* Mrs. Tomlinson told Leigh-Anne she apologizes for not being able to make a lot of PTO meetings this year as there has been training at the same time.
* The 20th Anniversary shirt for next year is in the process of being designed. Ideally, we’d like to have a presale on the website, meet and greet, etc. It will be a green shirt with the 20 year anniversary theme. We hope to sell t-shirts, hoodies and pj pants.

**Yari Kartzmark – Treasurer**

* Included in the budget printout is a supplemental sheet from May 1-16 since there was a lot of activity.
* Rebecca Gates is taking over the Treasurer position from this point on.
* Still waiting on some checks to come in (art check, windsong, pioneer nights and power hour 360).
* We should be cutting a check to the school for around $164,000!
* There was a question about why there are restricted funds in the garden account. It was explained that these funds were originally donated specifically for the garden so they need to be used for only the garden. They are held in there until garden expense occur.
* Leigh-Anne brought up looking at the teacher incentive category under Apex fun run. It must have been budgeted wrong this year since it should be 10% of profits. It may have been the number budgeted for the prior year and not changed for this year. This is a category that will need to be updated.

**Shannon Ohlson – Vice President**

* There are about 50 yearbooks left to sell.
* There will be a yearbook meeting sometime in the fall to get organized.
* We just need to make sure to get first day of school pictures, picnic in the park pictures and Applebees fundraiser pictures as those are the first events of the school year.

**Questions & Comments**

* Anne Tanaka said we need to budget about $400 if we decide to do online membership signup in the future.
* We may want to move to an all inclusive online store for all events, sales, etc. This is something that needs further research.
* We also need to further the discussion about communication platforms. Working with the school when sending out communication and also keeping our separate PTO communications. Also, finding a way to go more paperless.
* The meet and greet in August will be different than years past. It will be a quick opportunity to meet the teacher and dropoff school supplies. There will be a formal open house in September so parents can see what classrooms days are like.

**Upcoming Events**

* May 21 – Breakin the Ice after school
* May 22 – Field Day
* May 23 – Last day of school
* June 30 – 1st Day of School supplies deadline
* August 7 – PTO Board meeting & budget vote 10 am
* August 9 – Meet and greet 12-2
* August 12 – First Day of School!