Staton Elementary PTO

Board Meeting Minutes

**PTO Board Meeting – January 11th, 2019**

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

**Members and attendees present:**

Leigh-Anne Mateyka, President

Shannan Ohlson, VP/Yearbook

Suzie Minetree, Secretary

Anne Tanaka, Membership & Parliamentarian

Yari Kartzmark, Treasurer

Kristina Havill, Pop and Hop & Yearbook

Glenda Ninkovich

Amanda Marcuccio, Donuts for Dad

Gina Retke, Pioneer Nights

Lisa Cheplak, Garden

Emily Nelson, Hospitality

Riki Holpuch, Muffins for Moms

Amanda Galindo

*Business*

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

* Vote to approve minutes from the December 14th, 2018 meeting. Anne Tanaka made a motion to approve the minutes for the December meeting as submitted; motion was seconded by Riki Holpuch, motion passed, and minutes were approved.
* Today is Angie’s last day at Staton. She is a freelance writer who got an unbelievable offer from Wynn. Angie will be greatly missed!
* Apex is coming Tuesday, January 22nd to start promoting the run. The run will take place Thursday January 31st, 2019. Leads on the APEX fun run are Leigh-Anne, Shannan, and Melanie. APEX have moved to an all-online pledge, which has made collection rates +90%. We will need about 20 volunteers per age group.
* Donations:
  + The PTO will be receiving a $4k donation for the Tech Lab. The donation will go towards purchasing the remainder of the robots needed.
  + The PTO received a $10k cashier’s check donation for the school. This money will go into sponsorships and will go to the school at the end of the school year.
* Two Events need someone to take the lead/oversee the events:
  + Barnes and Noble Night: Saturday November 30th is being selected for next year. Instead of making $2k this year, it is projected we will only make around $1k next year based on Barnes and Noble’s new book fair structure.
  + Picnic in the Park – A team of people would be best to run this event and it looks like Gina, Glenda, Emily, and Shannan are willing to step up. However, if you are still interested in being part of the team please contact the PTO. The event planning starts now for this event, which will be held in the fall of 2019.
* Upcoming Events:
  + Donuts for Dad – January 18th see below for more information
  + MLK Day/Discovery Museum Day – January 21st For every ticket sold the school receives $5 and for every membership purchased $20.
  + APEX Kick off – January 22nd
  + SOT Meeting – January 23rd The meetings are open for anyone to attend, please feel free to stop by.
  + APEX Fun Run – January 31st The day of the run, volunteers needed.
  + Super Bowl Canned Food Drive – February 1st Please no perishables, canned goods only.
  + SOT Meeting – February 6th
  + PTO Meeting – February 8th

**Yari Kartzmark – Budget**

PTO’s net assets as of 12/31/2018 are $44,144.60. This does not include:

* Box Tops - $872.40 income
* Trunk or Treat - $ 311.48 expense
* Holiday Store - $108.38 income

***\*Please get your receipts in as quickly as possible after an event.***

**Brought up by Gina Retke:**

* Holiday Store – Netted about $7,500. Currently Kristy Froehlich has been fronting the money to obtain items for the store, right after Christmas and throughout the year, and has to wait to be reimbursed the following school year. Next year is Kristy’s last running the event.
  + Option 1: Use the funds raised this year as a retainer for the following school year. A new line would need to be added to the budget, which will show the funds being held.
  + Option 2: See if the school would be willing to run the holiday store instead.

**Shannan Ohlson – VP/Yearbook**

* January 18th is our PTO social event; there are still two spots available for those who would like to join.
* February social, we are still waiting to hear back from Three Square about exact time and date. We are hoping for February 1st.
* Lindsey Crafton worked over the holiday break to get pictures from all the teachers for the yearbook. The cover is complete. Love lines are still available for purchase (deadline is March 1st) through the Staton website, if you paid by check please send your love line message to [statonptoyearbook@gmail.com](mailto:statonptoyearbook@gmail.com) and reference your order number. You can still pre-order yearbooks until this Friday, January 13th for $25, after the 13th yearbooks will be $30.

**Amanda Marcuccio**

Next Friday January 18th is Donuts for Dads. We still need volunteers to help set up the day before from 2:30 till done! Currently there are four people signed up for the day of the event, ideally there should be about 14 volunteers on the day of the event. A new set up will be used this year to help ensure that each person gets only one donut. Pinkbox Donuts was used this year at $5.50 per dozen and free delivery. Pinkbox will be promoted thought the event with shout outs and pictures, Thanking Pinkbox Donuts for working with us. The same amount of coffee was donated this year; however, they have run out in the past so extra was bought out of pocket. The school has less students this year, but the same amount of everything was ordered this year as in previous years.

**Gina Retke – STEAM Fair Art**

* Steam Fair is approaching. It will be held February 21st (for the students to present to each other) & 22nd(for the students to present to parents/guardians). Volunteers to help set up art around the school will be needed February 20th. Currently the art from all grades is almost done.
* Silent Auction/Spring Event: This year’s theme will be luau. If you know anyone with experience with this theme please refer them to the PTO for ideas.
* Skate Night – PTO plans on reserving private ice for two hours at the City National Arena. The total cost to reserve private ice is $350/hr.
* Islands Night will be held in March.

**Emily Nelson – Hospitality**

Teacher luncheon: Thank you to all those who donated and volunteered for this event. The teachers were presented with a new Keurig machine, which they all loved. Thank you notes from the teachers were passed around for all the board members to see.

*Meeting ended @ 9:35am*