Staton Elementary PTO

Board Meeting Minutes

**PTO Board Meeting - September 14th, 2018**

Meeting called to order at 8:46am by Leigh-Anne Mateyka

Members and attendees present:

Leigh-Anne Mateyka, President

Gina Retke, Picnic in the Park

Yari Kartzmark, Treasurer

Sheila Nikiforova

Andrea Ching

Shannan Ohlson, Vice President

Anne Tanaka, Membership/Parliamentarian

Kathryn Johnson

Kim Taylor

Kristina Havill, Pop n Hop

Stacy Dufot

Giovany and Amanda Galindo

Michelle Cordon

Cristina Adams

Megan Koons

Rebecca Gates

Gleneda Nine Kovicolt

Emily Nelson

Suzie Minetree, Secretary

Stephanie Urrichio

Lindsay Crafton

Lisa Cheplak

**Business**

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

* Vote to approve minutes from August 9th, 2018 meeting. Shannan Ohlson made a motion to approve the minutes for the August meeting as submitted; motion was seconded by Yari Kartzmark, motion passed and minutes approved.
* Thanked all volunteers for helping in Open House, Boo Hoo/Yahoo! & Apex for putting on and paying for Teacher Lunch.
* **Open Positions**: Positions are available for either Lead or Co-Chair for any of the following.
* Trunk or Treat – Current Co-Chair: Leigh-Anne. In addition to previous years events a haunted house is being added. A signup sheet was passed around for volunteers. During the week of the event email shout outs will be sent out for addition help.
* Spring Event – Currently in charge Kristy Froehlich and Leigh-Anne.
* Great Nevadan/American – The position will be in charge of organizing an award ceremony for 4th and 5th graders. They will also need to order food and put on a party for afterwards.
* Box Tops – The position is in charge of operating campaigns and counting all Box Tops. They will also providing a cookie party for the class with the most Box Tops.
* School Supply Coordinator – The position will work with the school and supply company. They will get the list of the supplies from the school and verify that the supply company is providing the exact materials requested. They also need to be available for the supply drop off to verify that all supplies arrived.
* Social – The position is in charge of coordinating outing/get togethers for the Staton PTO board and/or members to hang out and get to know each other better.
* Email Blasts come out every Sunday, if you are not receiving them please check your “promotions tab” or “spam folder”. If you are still not receiving them, please email or notify Leigh-Anne at [statonptopresident@gmail.com](mailto:statonptopresident@gmail.com).
* SOT Election is Next Friday September 21st, 2018. All nominations are due no later than Monday September 17th, 2018. This is a wonderful opportunity to get to know more about how the district allocates money to our school and how our school uses those funds. As a SOT member you will be part of that decision making process. Meetings are the third Wednesday of every month and generally last about 1hr.
* Staton T-Shirts: The Tie-dye T-Shirts are still available for $5 each, in Adult sizes only. Currently the 2018-19 design is in the works, more information at a future date. It will include “STEAM” in the design.
* Staton Magnets are available for sale. Each magnet costs $4 and can be placed on your car or other magnetic surfaces. Please do not put them to close to back up cameras and remove them before a car wash.
* Ways Staton PTO communicates with Parents: Facebook, Website, PTO email blast, Instagram (coming soon)
* For those who are looking to donate Box Tops, but did not receive a September handout or would like additional handouts, they are always available for you to print off a link at the Staton Elementary website.
* Additions to the PTO calendar for the 2018-19 school year:  
  Discovery Museum: The Museum is working with the school to provide a day (MLK Day – January 21st, 2019) where families can purchase admission and a percentage will go back to Staton, also a percentage of gift shop sales will be given back to Staton. More information to come.
* Math Night: It will be coming back again this year. It was well received last year, but had a small turn out. We will be promoting it more this year in hopes for a larger turnout. (Date TBD in Feb.)
* Staton was approved to become a STEAM Academy. Lindsey and a handful of teachers will be taking some approved training classes on select Fridays. They are learning how to take STEAM and integrate it into Staton’s classrooms. The state chooses 5 schools a year for this honor and of the 5 selected 3 were elementary and 2 were middle school.

**Shannan – VP’s Report**

* Passed out a handout detailing all current PTO positions and what each job does.
* Room Parents: Currently there are 7/8 teachers without room parents. If a room parent does not step up PTO will help out and help the teacher find one.
* The following teachers still need room parents: Ondush [5th]. Vennaman [3rd], Minkoff [2nd], Katz [4th], Guinn [Music], Lybert [4th], Prince [4th], and Cook [2nd].
* PICTURES!!! Please don’t forget to take pictures for the yearbook. Make sure to let the people know you are taking pictures for the yearbook, and then remember to email them over to: [statonptoyearbook@gmail.com](mailto:statonptoyearbook@gmail.com)
* Pictures need to be of students “on campus or at school run events”
* Instagram – An account is currently being set up as “statonpioneers” it is currently set to private. More details to come at a later date.
* Social – A social coordinator is still needed. These events allows members to meet in a less formal setting and discuss and share ideas about the school. We plan on meeting for lunches currently, but options of happy hour or movies was mentioned.

**Yari – Treasurer**

* At the August meeting, it was brought up that the price change for QuickBooks had changed and that would affect the budget in the future. It was noted that previous price was indeed an introductory price and we would be paying the new price from here on out. Gina Retke motioned that we increase the QuickBooks budget to reflect the new price change; Emily Nelson seconded it. Vote was taken by a show of hands; there were no objections, motion passed.
* Yari presented the 2018-2019 budget for approval. Motion was made to approve the current budget by Anne Tanaka; seconded by Gina Retke. Motion passed.
* Yari went over August financial statements.
* Tax-exempt forms: If you are purchasing supplies for the school and need to be reimbursed, you can fill out the form located in the PTO drawer in the office. The PTO does not reimburse tax UNLESS the items were purchased from a wholesaler store (i.e. Costco). Also, it has been brought to our attention that stores are starting to keep the Tax-exempt forms, so if you are shopping at multiple stores, be prepared to bring extra forms.
* It was suggested that a “Sponsorship” line be added to the budget, in lieu of the chance an event sponsor agrees to fund part of an event.

**Anne Tanaka – Membership/Parliamentarian**

* All PTO Board positions have been giving their own emails to allow easier transfer from year to year:
* President: statonptopresident@gmail.com
* Vice President: statonptovicepresident@gmail.com
* Secretary: statonptosecretary@gmail.com
* Treasurer: statonptotreasurer@gmail.com
* Membership: statonptomembership@gmail.com
* Membership numbers are less than last year; however, due to generous donations we have met our membership revenue goal for the year. The class with the most PTO members will get a pizza party and $25 gift card. Memberships are counted by the percentage of the class signed up, not the number of students overall. Please remind/encourage other parents within your students’ classes to sign up!
* The membership drive will end in October, but parents are always welcome to join throughout the year. Membership forms are located in the office or online. Currently the only way to pay is with cash or check, but we will continue to look into adding an online payment option.
* This is Anne’s last year in charge of Membership, if you are interested in learning more about or shadowing the position please get in contact with Anne.

**Gina Retke**

* Picnic in the Park Friday September 14th from 4-7pm was organized by Gina this year; Thank You for all your hard work! Next year Stephanie Urrichio will be taking over this event. Volunteers were asked to come around 1pm to help set up. Gina made a volunteer chart that will be posted during the event, that way when people arrive they can look and see what station they will be manning.
* Victory Martial Arts is the sponsor for this event. They are paying for the bounce house in exchange for advertising during the event with a table and a short martial arts presentation.
* If anyone knows of a company that would like to sponsor one of our events please have them fill out the appropriate forms, which are located on the school website.
* Applebee’s was successful, earning $785 for the school. Some upcoming events are California Pizza Kitchen on October 4th. Golden Knights Skate Night, and a Coffee Truck that will sell coffee in the morning before school on select dates. Next week will be Staton’s first Book Fair of the school year, Sno-Cones are being sold September 19th @ 3:30pm, and Coding Night September 19th @ 5pm.
* Trunk or Treat will be held October 20th @ 3-6pm. Raffle Tickets will be given to students again, each student gets 12 tickets to sell. PTO will be needing volunteers to go around to classrooms to collect the tickets.

**Meeting adjourned at 9:43am.**