



# September 2021 PTO Meeting

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September 14, 2021 5:30pm • Zoom

- I. Call to order
- II. Approval of Minutes
- III. Parent open forum (10 minutes)
- IV. Admin update (10 minutes)
- V. Financial update (5 minutes)

## VI. AGENDA TOPICS

### A. Old Business

#### *Information*

- Outdoor Classroom
  - Requesting additional \$8k for outdoor classroom
  - Sun safety/skin cancer awareness program
- Stock the Teacher Lounge
  - Update from Krissy and Ann Marie
- Book Vending Machine
  - In design phase
- PPP event raised \$609.81 for admin earmark and Ms. Nicholas' class won the pizza party for participation
- Email vote to approve \$160 for 2nd grade scholastic news; approved 8/31 (11 yes, 2 abstain)
- Email vote to approve budget NTE \$300 for umbrellas; approved 8/31 (9 yes, 4 abstain)
- Email vote to approve \$130 for Otter Pop signs; approved 8/31 (9 yes, 4 abstain)

#### *Action*

- Vote on total budget NTE \$18k for outdoor classroom
- Begin design and purchasing for outdoor classroom
- Work with Inchworm on book vending machine design (Cyndy/Sam)

### B. Bylaws

#### *Information*

- Review current bylaws

#### *Action*

- Vote to approve or any amendments
- Sign bylaws and submit to district office (Sam)

### C. 2021-2022 Proposed Budget

#### *Information*

- Presentation of 2021-2022 Proposed Budget
- Reminder at the close of this fiscal year, earmarks will not roll over into the next fiscal year. All unused money will revert back to general PTO funds unless approved by PTO on a case by case basis.

#### *Action*

- Send out an email to let teachers know about new Earmark rollover policy (Liasons)
- Vote to approve 2021-2022 budget
- Submit to District Office (Sam)

### D. Volunteer Email List

#### *Information*

- Need collected contacts uploaded to MailChimp (Nikki/Sam?)

#### *Action*

- Send "welcome" email to all volunteer contacts with upcoming opportunities (Nikki)

**E. Teacher Social Committee Earmark**

**Information**

- Request for PTO to create an earmark and manage their account balance. Currently kept in a safe on property.
- 10% of vending machine sales goes to this committee; PTO will not be putting any funds into the earmark

**Action**

- Vote to approve Teacher Social Committee earmark
- Submit a W9 for vending machine sales

**F. Fundraising Chair update (Laura)**

**Information**

- Presentation of fundraising events and opportunities for Q1
- Events allowed before and after school, if optional - outdoor encouraged

**Action**

- Select dates and planning committees for events as needed.

**G. Super Shark #1 - September 17**

**Information**

- T-Shirts ordered with enough for next Super Shark as to reduce cost by \$1 per shirt

**Action**

- Pick up shirts from the front office, fold/roll shirts, label with students name and teachers name, deliver to front office by September 13th (Krissy and Ann Marie)

**H. Otter Pops - 10am-1:30pm**

**Information**

- We have plenty of otter pops for the next several
- 8/25 made \$426.73 for cross-cat earmark, 9/8 made \$414.60 for Kindergarten earmark
- 9/22 need 1 volunteer for PM shift
- 10/13 need 1 volunteer for each shift

**Actions**

- Purchase more Otter Pops before they "go out of season" (Jill/Sam)
- Sign up for Otter Pop time slots as available

**I. T-Shirt Design Contest - September 15-24**

**Information**

- Contest for students to design the next Sharks Spirit shirt
- Submissions due 9/24, winners announced 10/11, shirts released for sale 10/22 at Grandparents Breakfast
- Winners: 1st free shirt & \$30 to Shark Store, 2nd \$30 to Shark Store, 3rd \$15 to Shark Store

**Actions**

- Promote for this school year on social media, e-alert, and flyers (Sam)
- Create store code and gift certificates for winner (Sam)

**J. Fall Appreciation Lunch - September 23**

**Information**

- Status update from Krissy and Ann Marie
  - Food
    - Who is providing
    - Delivery or pick up (ready for teachers by 10:15)
  - Parent Donation Sign Up
  - Volunteers needed:
    - 3 decorating (9-10), 1 food pick up/set up (9:45), 1 clean up (4pm)

**Actions**

- Confirm volunteers during meeting

## **K. Grandparent's Breakfast - October 22**

### ***Information***

- Bagels, fruit, juice, milk, and coffee
  - Get quote from Sam at Chartwells
- Volunteers needed:
  - 10/21 3:00-4:00pm: 4 setup/decor
  - 10/22 6:30-8:15am: 3 door greeters, 4 shark store, 3 food table greeters, 2 photo booth

### ***Action***

- Secure food and beverage (Krissy and Ann Marie)
- Create flyer - previous version/template in Canva template doc (Krissy and Ann Marie)
- Create send volunteer signup to parents by 9/20 (Nikki)
- Start email and social media promotions by 9/20 (Sam)
- Copy and send flyers home by 10/13 (Krissy and Ann Marie)

## **L. Fall Spectacular - November 19 (Abby)**

### ***Information***

- Bingo with prize baskets (2 per grade level)
- Carnival games (7 - created by PTO and run by teachers via signup)
- DJ (Ron Howard is reserved)
- Hayrides (\$850 for 3 hours) / Petting Zoo (\$200/hour)
- Photo booth by Williams Field High School
- Vendor Booths (\$25 per vendor)
- 50/50 raffle?
- Ceiling tile painting
- Food Trucks: Kona, Sodalicious, Coffee Truck ...
- STUGO/Robotics selling pizza and cotton candy?

### ***Action***

- Create parent planning committee, set a meeting by 9/22 (Abby)
- Submit facilities request to Norma (Abby/Sam)

## **M. Ceiling Tile Sales**

### ***Information***

- Parents have still not submitted designs from purchases last year
- Host paint area/booth at Fall Festival

### ***Actions***

- Follow up with parents who purchased and have not submitted (Laura)
- Promote for this school year on social media, e-alert, and flyers (Sam)

## **N. Shark Store**

### ***Information***

- Socks
  - Samples received
  - Can do a one time sale with direct orders to the company, or purchase stock and sell on our own.
    - \$5 each, sell for \$8 each; sizes kindergarten to adult
- Shark Buttons
  - Created by a 6th grade CHP student
  - Consider purchasing from her and selling on line and/or giving her a vendor booth at Fall Festival.

### ***Actions***

- Vote to approve adding socks to Shark Store
- Vote to approve button sales on website
- Vote to approve giving a complimentary booth to sell at Fall Festival

## **O. Staff/PTO Shirts**

### ***Actions***

- Board members, please pick up your shirts from the Front Desk this week

**P. 6th Grade Lock-in April 22 (Hayley)**

***Information***

- 10:30pm - 7am at Elevate Trampoline park in Queen Creek
- \$25 per student includes socks
- \$300 for pizza, refillable cup, and donuts for all students.

***Actions***

- Vote to approve budget NTE \$300 for PTO to pay for food
- Sign contract for event based on approved budgets/pricing (Hayley)

**VII. Board Remarks and Future Discussion Items**

**VIII. Adjourn Meeting** - Next meeting October 12, 2021 at 5:30pm location TBD