



September 2021 PTO Meeting

September 14, 2021 5:30pm • Zoom

I. Call to order-5:31 pm

II. Approval of Minutes-6 yes votes

III. Parent open forum (10 minutes)-No people talked

IV. Admin update (10 minutes)-Spirit Week is going great. Hanson met with her boss and said the district will be reevaluating the mitigation plan. Fall festival is a go, grandparents breakfast, and all before or after school events as long as we are sanitizing. So everyone is excited about that.

V. Financial update (5 minutes) Otter Pop sales haven't been deposited yet, but cross cat's otter pop day earned \$426. Restocking shark store are the bigger purchases from August. Taxes are due. Thinking of hiring the former treasurer to do them. We voted to do a budget of NTE \$150 to pay her to do our taxes. 9 yes votes and 0 no votes.

VI. AGENDA TOPICS

A. Old Business

Information

- Outdoor Classroom-Sam looked into the shade structures and the grant that made the most sense requires a sun protection and cancer awareness program and that could be up to \$8,000 towards our shade structures. Jill recommended having the PE teacher implement that. The grant money wouldn't come until next year so we would use that potentially for line up area or gaga ball pit when it comes.
- Requesting additional \$8k for outdoor classroom-Jill is going to check the budget to see if we can do \$18,000 for the shade structure, benches, and classroom items
- Sun safety/skin cancer awareness program
- Stock the Teacher Lounge-Krissy didn't want to do it too close to the teacher lunch because we would be asking for back to back donations from parents-hoping to do this after fall break, but sometime in October. Krissy is hoping to do a QR code where parents could order on amazon and then parents can have stuff sent to the school. Jill proposed we do a November "we're thankful for you" and Sam said we could also do kindness week. Krissy is going to email Sam separately about what week we can do that.
- Update from Krissy and Ann Marie-Krissy spoke-notes above
- Book Vending Machine-Sam to send the proofs for the design soon
- In design phase
- PPP event raised \$609.81 for admin earmark and Ms. Nicholas' class won the pizza party for participation-they already had their pizza party
- 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)-umbrellas were used for otter pop time and Angel is helping getting the umbrellas a little more permanent so they don't blow away
- 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-Sam will send an email out to vote on this if we have the money
- Begin design and purchasing for outdoor classroom-Once funding goes through, Sam will start ordering things
- Work with Inchworm on book vending machine design (Cyndy/Sam)

A. Bylaws

Information

- Review current bylaws

Action

- Vote to approve or any amendments-9 yes votes and 1 no votes-bylaws are approved

- Sign bylaws and submit to district office (Sam)

B. 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. This is a district request (not our decision) because of how we do our bookkeeping.

Action

- Send out an email to let teachers know about new Earmark rollover policy (Liasons)
- Vote to approve 2021-2022 budget-10 yes votes and 0 no votes
- Submit to District Office (Sam)

C. Volunteer Email List

Information

- Need collected contacts uploaded to MailChimp (Nikki/Sam?)-Sam is going to work with Nikki on this offline

Action

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

D. 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-10 yes votes and 0 no votes-this is approved
- Submit a W9 for vending machine sales

E. Fundraising Chair update (Laura)

Information

- Presentation of fundraising events and opportunities for Q1
- Pura Vida bracelets-possibly in our school colors-they are \$3 to buy and we would most likely sell for \$6 a piece
- Trunk or Treat-Not possible to do
- A chalk run
- Movie night with big projector in the field
- Pumpkin contest (but that already happens to most likely won't do that)
- Minute to win it where people could pay to enter and then vote on certain things
- Catching Frosty-December run
- Events allowed before and after school, if optional - outdoor encouraged

Action

- Select dates and planning committees for events as needed.---Sam and Laura will chat and narrow these down and keep us posted
- ***Jenny wants to be on the emails

F. 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)---Krissy put them in the boxes and they are at school

G. 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

H. 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)

I. Fall Appreciation Lunch - September 23

Information

- Status update from Krissy and Ann Marie-\$250 donation towards lunch and then they are trying to keep it to \$250 if possible
- Food-soups, salads, and sandwiches (croissant sandwiches in half-a variety)
- Who is providing-Costco
- Delivery or pick up (ready for teachers by 10:15)
- Parent Donation Sign Up
- Volunteers needed:
- 3 decorating (9-10)-Ann Marie and Krissy would like to decorate the night before, 1 food pick up/set up (9:45)-Krissy is wondering if they can store the sandwiches in the big lunch fridge, 1 clean up (4pm)

Actions

- Confirm volunteers during meeting-Krissy will be there to setup-Sam is going to help and Jill is checking to see if she can help

J. 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)

K. 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)

L. 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)

M. 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-Sam will send an email to follow up on options
- Vote to approve button sales on website-10 votes for yes and 0 for no-She is going to get the complimentary booth
- Vote to approve giving a complimentary booth to sell at Fall Festival

N. Staff/PTO Shirts

Actions

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

O. 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-10 votes for yes and 0 for no
- Sign contract for event based on approved budgets/pricing (Hayley)

***Skate land is also another event, Golfland, and AZ Ice as well in the works

VII. Board Remarks and Future Discussion Items

VIII. Adjourn Meeting - Next meeting October12, 2021 at 5:30pm location TBD-Meeting adjourned at 6:38 pm