



November 2022 PTO Meeting

November 8, 2022 5:30pm • LRC

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

- VI. Old Business (15 minutes)**
 - A. Vacant Board Seats (Sam) - 2 min**

Information

 - 1 Corporate Fundraising
 - 1 Fundraising Co-Chairs
 - 1 Volunteer Chair - Jessica Hayes

Action

 - Vote via oral vote

 - B. Bylaws**

Information

 - Legal notes and recommendations have been reviewed, no major content was amended

Action

 - Final review by the board, Executive board/Admin signatures, upload to website

 - C. Water Fountains (Sam/Admin) - 2 min**

Information

 - Install will take place during Christmas break

Action

 - Photograph and send out to community via email and social media

 - D. Kindergarten Playground (Sam/Admin) - 2 min**

Information

 - Install tentatively scheduled for early January - project manager is trying to reschedule other projects to install over Christmas

Action

 - Photograph and send out to community via email and social media

 - E. Teacher VIP Parking Spot (Sam) - 5 min**

Information

 - 1 shaded staff spot will be raffled off to a staff/admin/teacher every 2 weeks
 - 3 tickets for volunteering for/attending an optional PTO event, 2 tickets for attending a PTO meeting, 1 ticket for co-worker nomination for leadership/kindness/etc.
 - Winners will be announced on Otter Pop Wednesdays.
 - for leadership, kindness, etc.

Action

 - Send sign design to print shop
 - Create flyer with details for teachers

F. Restock the Lounge (Jessy/Andrea) - 5 min

Information

- Donation link open year round
- Not doing a big push for restock, but want to advertise on social and via email

Action

- Create social media graphic to promote donations
- Update Amazon wish list

VII. Recurring Business (5 minutes)

A. Otter Pops - 10am-1:30pm

Information

- Need to purchase hot cocoa and more otter pops
- 11/9 (kinder playground), 11/23 (cross cat), 12/14 (playground)

Action

- Purchase hot cocoa and more Otter Pops (Laura/Lorin/Sam)
- Create hot cocoa sales instruction sheet (Sam)
- Sign up for Otter Pop time slots as available at bit.ly/otterpops2223

VIII. New Business (20 minutes)

A. Rental Items

Information

- Admin does not want the liability and logistics of renting items for off campus use.

B. Veteran's Breakfast - November 10 (5 min)

Information

- Sponsored by student lighthouse

Action

- Vote to approve a budget NTE \$60 for decorations

C. Food Drive - November 14 - 25 (2 min)

Information

- Facilitated by lighthouse team

Action

- Help promote on all PTO social and communication

D. District Casino Night - November 18 (3 min)

Information

- Fundraising event by District Office
- Requesting donated baskets from each PTO
- Basket theme suggestion: game night theme - board games, snacks, blankets, etc.
- Discuss PTO funds/item donations for basket
- Who can facilitate and assemble?

Action

- Vote to approve basket donation
- Review 2023 Fall Festival dates to avoid conflicting dates next year

E. Family Breakfasts (10 Min)

Information

- Discuss names for 2022-2023 events
- Donuts with Dads vs. Donuts with Dudes vs Donuts with Grownups
- Muffins with Mom vs Muffins with Misses vs Pastries with VIPs
- Discuss continuation of family breakfast events following 2022-2023 school year
- Continue hosting 3 separate family breakfast events? Cancel events? Replace events with something else?
- Discuss possible general options for alternative events (# of events, frequency, time of day, free vs paid)
- Specifics can be discussed at a later date

Action

- Vote to approve muffins family event name
- Vote to approve donuts family event name
- Vote whether to continue, cancel, or replace.

IX. Committee Updates (20 minutes)

A. Fall Festival - November 18 (Lorin) - 10 min

Information

- Teacher Basket Update
- Teacher Booth Sign Ups
 - 5:00-8:30 - must work the entire time
 - Teachers may take shifts working their own booths and also helping out in other areas where needed.
- Volunteer Sign Ups Update
- Pie/Whip Cream/Mini Pumpkin/ Paint Sign up update

Action

- Promote Fall Festival event via social, e-alert, and flyer distribution (11/11)

B. Fundraising Chair Update (Jam) - 5 min

Information

- Tricky Tray Basket Auction
- Missing basket donations from:

Action

- Take photos of baskets
- Create raffle ticket flyer
- Promote on social media, mail chimp, and e-alerts
- print/distribute flyers to teachers

C. Hospitality Chair Update (Andrea/Jessy) - 5 min

Information

- Super Shark #2 (12/9)
 - Shirts were ordered with the last event
- Staff Holiday Lunch (12/15)

Action

- Contact potential meal donors for lunch
- Create signup sheet for parent donations for lunch (Sam)
- Create teacher save the date/invite
- Distribute lunch invites by 12/1
- Fold/roll shirts, label with students name and teachers name, deliver to front office by 12/5

D. Activities Chair Update (Mindy) - 3 min

Information

- Holiday Shop (12/1- 12/8)
 - Set up 11/28 - 11/29, Preview Day 12/1, Last Day to Shop 12/8, Clean Up 12/9 & 12/12
 - We will need lots of PTO and parent volunteer support for setup, shifts, and clean up to make this event happen
- Jingle Jog - 12/16
 - Held during school hours by grade level
 - PTO sells bells (\$2 each) - verify inventory
- Strange World at Harkins (1/18)
 - Whole theater (149 seats) to watch "Strange World"
- AZ Ice (3/10)
- 6th Grade Lock-In (4/28)
- Yearbook Signing Party (5/25)

Action

- Holiday Shop
 - Create flyer/item list/shopping schedule (Mindy/Sam)
 - Create volunteer signup (Sam)
 - Promote on social media starting 11/14
 - Send digital promo material to teachers by 11/14
 - Send home flyers with item list 11/28
 - Submit Holiday Shoppe Facilities Request to Norma
- Jingle Jog
 - Create flyer
 - Send home flyers by 12/9
 - Confirm bikes for admin to ride
 - Create playlist for event
- Harkins
 - Create flyer (Mindy/Sam)
 - Decide on ticket price/distribution

E. Restaurant Night Chair Update (Hayley) - 3 min

Information

- Mod Pizza
 - We made \$260.83
- Freddy's - 11/9 4-8pm
 - Flyers sent out to teachers
 - E-alert sent out
- In-N-Out - 1/11 4-8pm
- Mici Italian - 2/28 11am-8:30pm
- Bahama Bucks 3/29 All Day
- Menchies 5/17 4-9pm

Action

- Promote Freddy's on social
- Add all dates to Facebook calendar

F. Volunteer Chair Update (Sam) - 2 min

Information

- Fall Festival Volunteer Update
- Otter Pops Update

Action

- Send out signup to parents via mailchimp
- Connect with each chair for upcoming signup needs

VII. Board Remarks and Future Discussion Items (5 minutes)

VIII. Adjourn Meeting - Next meeting December 14, 2021 at 5:30pm - location LRC

MARK YOUR CALENDARS!

November

- 2: Papa Johns for STUGO
- 8: PTO Meeting
- 9: Otter Pops/Hot Cocoa
- 9: Freddy's Restaurant Night
- 10: Veteran's Breakfast
- 11: No School-Veteran's Day
- 14-18: Kindness Week
- 14-25: Food Drive

- 18: Fall Festival
- 22: Thanksgiving Lunch
- 23: Turkey Trot
- 23: Otter Pops/Hot Cocoa
- 24-25: Thanksgiving Break
- 30: Papa Johns for STUGO

December

- 1-8: Holiday Shop
- 7: Papa Johns for STUGO
- 9: Super Shark #2
- 12-15: Spirit Week
- 13: PTO Meeting
- 14: Otter Pops/Hot Cocoa
- 15: Staff Holiday Lunch
- 16: Jingle Jog
- 16: Early Release
- 19-30: Winter Break