
August Board Meeting

August 12, 2024 4:30 PM

Attendees

Kandis, Kim, Krystal, Tara, Carissa, Christy, Mr. Romer

Rachel Timm, Kelsey Hornor, Jen Hogan, Danielle Menefee

Agenda

Upcoming Appreciation Dates

9/8/24- Physical Therapy Day- \$10 Subway Card

9/17/24- IT Professional Day - \$10 Subway Card

10/07/24- School Custodian Appreciation

10/27/24- Occupational Therapy (New Staff Member Courtney)

Monthly Staff Appreciation

- August flower bar was well received!
 - Budget \$125
 - Actual Cost: \$137.75 after tax & fees
- September Staff Appreciation
 - Stock the bathrooms with soaps from Bath & Body Works
 - **Kim will make a "punny" sign**
- Bring ideas for October and November to next meeting

Upcoming Events

- 9/30-10/06/24 Grandparents Week!
 - Each grade will have their own day
 - Will need volunteers for refreshments
 - Will Mrs. Bogard take pics again or will we need a volunteer for this?
- 10/15-10/16/24- Parent Teacher Conferences
 - We will provide dinner to staff - Soups & Salads
 - Christy will contact Panera on costs
 - Or PTO will provide the soups and salads
 - **Carissa & Kelsey will provide dessert: cake pops and cookies * Please remember our GF friends**

- 11/8 Movie Night
- 11/18 Spellbowl (Dinner)
 - We will be providing pizza and veg plate for team and proctors @ 5:30
- 2/21 Family Dance (Winter):
- 5/2 Fun Fair: 5-8PM

Financials:

- Using new Finance Manager Software- budget line items to be set once all items are reconciled.
 - Do we want to set a budget based on what we spent in 2023? Bylaws and past practices have stated that previous year +10% is auto approved.

Need Budget set for Grandparents Day: \$ TBD Based on what we can find on costs/offering items.

- In 2023, we spent \$1317.67
 - Can we reduce this expense? Offer different food to cut down on waste?
 - Small packs of doughnuts? Doughnut holes?
 - Need to do some pricing on items.
 - May be able to purchase large prepackaged from Sams
 - **Krystal & Christy will check costs and report back at next meeting**

Last Meeting Follow-up

- ByLaws!
 - Bylaws have been updated and expanded on.
 - Board needs to review and approve in Sept Meeting. Send any feedback to Kandis for review.
 - Board will need to sign a conflict of interest form in Sept.
- School Fund Account- instead of a greendot card, moving to open a new "school fund" account at 1st Source. Oversight by Kandis and Christy remains. Adding Romer and maybe Melita to account as signers with a debit card. (Kandis and Christy will not have cards for this account) There shouldn't be any COI issues as the school will not have direct access to financials through the bank- only signing access on account. Resolution will not be changed to give additional permissions with the bank.
 - Need to research if we can give Melita signing rights or not since she's the school treasurer.

- Spiritwear is open until 8/19! A flyer will be sent home with kids
- Mr Romer/ Dome- can we send a formal letter to NHS to get fun fair on their schedule; If we can staff the games with NHS kids, that will greatly alleviate the time needed from the teaching staff.
 - Extraordinary Falcons, Middle School NHS and Sports teams were also suggested.
- New Staff Members- Mr. Crone, Mrs. Bajdek, and two new therapists- need names.
 - All were gifted a plastic tumbler and handwritten welcome card.

New Business

- Officer Nominations- do we have any submissions? Nominations accepted in Aug, final voting in Sept.
 - No open offices at this time.
- PTO Communications- looking for ways to improve this.
 - Romer looking into PTO page on school website (Will need to coordinate with Tracy on how best to get her the info and upload)
 - Possible PTO school email address
 - Discussed a PTO newsletter that would be attached to monthly school newsletter that would include upcoming events, volunteer needs, contact info
 - **Kim will make one up for next staff meeting**
 - PTO board members need binders that include previous and current events and their needs in order to be more organized and successful for the '24-'25 school year
 - **Kim will look in to PTO planner on PTO today website**
- Need to start thinking of more student activities. Without the expense of ReFLEX this year, we have a lot more budget for fun kid stuff!
 - Suggestions included:
 - **Carissa will look into budget for books and if this is affordable**
 - We have 480 students this year
 - Book Vending Machine
 - Each student would be given a token to pick out a book
 - **Carissa will also contact Amanda to look at options**

- How can we generate more donations in the fall, Instead of relying solely on Fun Fair?
 - BINGO, Nelson's Chicken Sale, Hacienda and chick fil a giveback nights were suggested

Notes

- **PTO today tool kits- pin is (HIDDEN INFORMATION)**

Next Meeting Agenda Items

- Next meeting: **Sept 9th at 4:30 PM**
- PTO Insurance discussion
- Fundraising efforts- Bingo? Paddle Auction? Give back Nights at restaurants?
- Book Vending Machine
- COI questionnaire and Bylaws update
- Grandparents day prep status (finalize food offerings/budget)
 - Volunteer Signup
- Finalize dates for Movie Night and Dance
- Finalize spellbowl and P/T Conf. dinners
- Set recommended budget once 2023/24 is finalized and closed.
- October Staff Appreciation Ideas
- Individual Staff APpreciation days:
 - National Principal Month
 - School Custodian Day
 - Occupational Therapy Day