

July 2023

BOARD MEETING AGENDA

GENERAL BOARD OVERVIEW

- Board roles and responsibilities (see attendance sheet)
 - Amanda to hand out at 9/7
- New check signing/reimbursement schedule and system (BD to set)
- Signing of bylaws
- Review officer responsibilities

FINANCIAL UPDATE

- 2022/23 Audit scheduled for August 18th, 10am Officers present Amanda Knipp, Beth van Dyk, Jennifer Saxton, and Ashlei Holton
- 2022/23 Tax submission confirmation & review during August 18th, 10am meeting
- Beth and Jamilyn have been added as bank/check signers
- T-shirt order update on sales and overhead

Budget approval contingent upon Treasury access being switched over in full by previous Officer, Treasurer, Jennifer Saxton

All outstanding payments to be made by 8/22

- Quickbooks
- Insurance renewed
- Educational subscriptions- Flocabulary, BrainPop
- Website fees
- Square fees

GRANT REQUESTS

- Moore- Teacher wish list, total w/o easels \$3,365.73 total w/ easels \$6,108.73
- Ms.Herring- wishlist add ons, desk chair \$130, filings system \$90
- Top Golf event \$1730, \$943.96 deposit paid, balance of \$786.24 due by Aug 15th
- Decide on amount to be given to each club
- Gift card to Holbrook for incidentals again?
- BTS gift cards for all teachers? \$50 each? (give out extra silipints too?)
- BTS gift cards for Admin to cover printing costs, admin asked for \$1,000 (confirmed w/NM)

PTO PROJECTS/TO DO LIST

- **Communications Update**

- POP, MTT, FDS, BooHoo, Room Parent Meeting
- Website update with teacher/staff surveys, new Board photos/bios, committee chair list, forms (check request), links, etc.
- Cookie Walk added to calendar 12/14, home baked goods allowed
- Picture days have been added to PTO calendar
- School rewards post?
- PowerTime themes will be shared once the committee meets

- **Administrative**

- **Holly**- Spirit rock sign up genius (Ashlei secured the rock to be painted for BTS before POP)
- **Cheryl**- Marquee letters and pressure washing
- **Cheryl**- teacher board, pics before MMT, vestibule, PTO board update, fabric walls (dark blue), marquee updates
- **Cheryl**- teacher bathroom restock?
- **Amanda**- Carpet Cleaning- reached out to Carolina Carpet Cleaners, Aug 17th?
- **Jamilyn**- PTO office inventory and restock (paper, paperclips, sharpies, post its, ect)
- **Amanda/Ashlei**- Welcome letter and BTS packet (calendar, don't miss events, levels of PTO involvement, fundraising info)
- **Kay**- Cougar Dash prep and collection of sponsors
- **Beth**- prep the square and cash boxes for MTT
- **Amanda/Ashlei**-check with Cunningham about needs
- **Beth** - Spare Time and Tenders Cards
- **Holly**- Transfer Square responsibilities to Beth to manage merch sales and coordinate distribution with Jackie

- **2023/2024 Committees Chairs**

- Online Auction? OR Giving Month?
- Celebrate the Arts/Talent Show
- **Jamilyn**- please reach out to all committee chairs to welcome and update contact info by 8/25
- Need to invite committee chairs at PTO meeting on 9/7
 - Room Parent - Nikki Donahue
 - Merchandising - Jackie Jenkins
 - Parent Social Event - Shannon Ball
 - Hospitality - Jamilyn
 - Community Nights-Toby Partridge

- **Cheryl**- Kickball event? Date (5/19?)
- Son Event - need to determine the date
- **Beth**Yearbook
 - Sign contract/confirm with Holbrook
 - Add Beth as advisor
- **Spirit Wear**
 - When will t-shirt order arrive?
 - How much should we order for MTT?
 - Distribution plan, when and where
 - **Holly** - Signage
- **BOY Teacher Meeting PTO Introduction** - date TBD, 8/21 afternoon?
- **Popsicles on the Playground 8/22 4-5pm Front Playground**
 - **Ashlei**- get popsicles to cafeteria freezer by 8/20
 - Board members to arrive to set up at 2:45pm
- **Meet the Teacher**
 - **Staff Changes**- list will be provided on 8/15
 - **Jamilyn**- hospitality to provide boxed lunch for teachers at 1:00pm
 - Wear this year's CES shirt to BOY events, who still needs to order?
 - What time to arrive to set up? Do we want to do shifts or pick stations?
 - TEAM signage?
 - Admin asked if we would be willing to be/organize Ambassadors again
 - PTO kids can come in early to MTT at 3:15/3:30
- **BooHoo Breakfast 9/1 9-9:30 in cafeteria**
 - **Flyers to be printed by 8/23 to up for MTT**
 - Flyers in Kinder classrooms for distribution for staggered start?
 - **Jamilyn**- fruit tray, mini muffins/donuts, water, juice coffee
 - Board to arrive after drop off to meet and greet
- **PTO Welcome Packet**
 - **Amanda/Ashlei** are working on the Welcome Letter from President/Board
 - **Holly** is finalizing the Don't miss PTO calendar
 - Keep in touch flyer, QR code
 - Welcome packet to go out in first weeks folders
 - Deliver gift cards in the leftover silipints on teachers first day back?
- **Curriculum Night**
 - May not be in person, holding off on communication

UPCOMING EVENTS & ACTION ITEMS

UPCOMING EVENTS

- 8/22 Popsicles on the Playground, 4-5 pm
- 8/24 Meet the Teacher, 4-6 pm, arrive by X to set up
- 8/28 First Day of School
- 9/1 BooHoo Breakfast, 9 am, cafeteria
- 9/8 Room Parent meeting, 9:30am, cafeteria
- 9/14 Parent Event (location and time TBD)
- 9/21 Curriculum Night/General Board Meeting, 6pm
- 9/22 Cougar Dash Pep Rally, 9:15am
- 10/6 Cougar Dash, 9:30am
- 10/13 Cougar Dash Rain Date

POSTS/PTO NEWS

MARQUEE - Cheryl

8/1 POP/MTT

8/24/25 update to- First to of School 8/28 & BooHoo 9/1 @ 9am

9/1/2 update to -Parent Event (location and time TBD)

CLUBS LIST

- Writing Club (was Amato, _____)
- Student Council (Hefner)
- *Battle of the Books (Trass, Kinne, Warren)
- Show Choir (Brammer, Moore, East)
- Unity Club (Gibson, _____)
- Podcast (Ryan)
- Robotics (Rosebrook, Reader)
- Spanish Club (_____)
- Math Olympiad (
- Fiber Arts
- Girls in STEM
- Media Club
- *Gardening (Crews)