

# July (Summer) 2025

## BOARD MEETING AGENDA

**Date:** July 27, 2025 @ 12pm

**Attendance:** Jamilyn Liebler, Lauren Pleiss, Allie Spencer, Jackie Davenport, Kristin Lester

### **GENERAL BOARD OVERVIEW**

- Review of board roles and responsibilities
  - Formal role descriptions posted, but will split up responsibilities as needed so it doesn't all fall on the same person/people each time.
- Review reimbursement policy
  - Hard copy reimbursement form to Jackie along with hard copy of receipt.
  - PTO credit card available for larger purchases. Include hard copy receipts as well also. Receipts and forms go to Jackie; can be left at front office for PTO if easier.
- Signing of bylaws
  - Kristin will upload signed copy to PTO Google Drive
- Event attendance
  - Will divvy up event attendance as personal schedules allow. Some events are important for all PTO members to attend if possible.

### **FINANCIAL UPDATE**

- Schedule 2024/25 Audit date (Jackie to reach out to Beth)
  - Jackie to determine (with Beth) the process and contact for auditing.
- 2024/25 Tax submission plan (Jackie to reach out to Beth)
  - Beth waiting on code for the tax purposes
- **2025/2026 Budget review and approval**
  - As of June: ~\$38.5K available to start school year 2025-26
  - Sponsorships due August 15 - \$4,500 total by Everest, Fischer Realty, Dentistry by Design +/- Knipp Law?
  - No official fundraising chair this year. Holly (last year's VP of Fundraising) worked during 2024 summer to secure annual sponsors that provided funds for use throughout the 24-25 school year.
  - Planned fundraising events:
    - Auction planned in September should be a decent fundraising event
    - Cougar Dash (outsourcing this year - company previously used by JV Washum will produce the Cougar Dash this year, including marketing, running the event, delivering prizes to school for PTO to distribute)

- Budget intake ~\$50K, estimated expenses \$1,500
    - Tshirts (CES gets 10-20% based on volume of sales) - runs August, 2025 through May 31, 2026. Can order 5 discounted sample items for display (Allie will order samples).
      - Jamilyn to check to see if there is merchandise available from last year to sell; Kristin checked after the meeting and there are 2 bins of merchandise in the PTO office available for sale.
    - Community Nights? Historically have not brought in enough \$ to warrant effort.
    - Reminder to link Harris Teeter cards (include in welcome packet/email)
  - Hospitality (PTO and Admin) budgets to be combined for a total of \$10,000
    - Teacher Appreciation Week: \$5,000
    - Cookie Walk: \$100
    - BTS teacher event: \$1,000
    - BTS lunch: \$1,000
    - Monthly fun/hospitality ~\$100/month (\$1,000 total)
    - PTO hospitality with remainder (back to school lunches, etc)
    - Gift card for printing
  - Scholarship fund: \$1,000 budget
  - Summer reading: ~\$4,000 budget (to be updated based on actual expenses 2025)
  - School improvements: \$10,000 budget (already expensed)
  - Advocacy fund (emergency funds for family in need, tshirts if cannot afford)
- **All outstanding payments to be made by 8/19**
    - Quickbooks
    - Insurance renewed
      - Jamilyn to check with Amanda/Beth about insurance renewal
    - Educational subscriptions- Flocabulary, BrainPop
      - Jackie to check on renewal dates
    - Website fees
      - Annually, Jackie will see if it's set up for autopay
    - Square fees
      - Annually, Jackie will see if it's set up for autopay
    - Auction fees - Lisa Szafarczyk managing the auction this year. Jamilyn and Lauren are meeting with her next Friday 8/8.
      - Free, but you have to pay for upgrades (such as notification for when someone is outbid, etc).
    - Printing fees- VOTE NEEDED (following approved):
      - Lake Norman Graphics - contact Dan Barton
      - Beginning of the year items. Ashlei provided documents to Allie for review (Canva)
        - Don't Miss Events - Yes (vertical cardstock)

- Boo Hoo Breakfast (8/29 after drop off 9-9:30am) - Yes, printed to give to teachers and 5-6 to hang around the school.
  - Ideally, PTO members should be present for this event.
  - Nametags for PTO members
  - Designated table for each Kintergarten teacher
- Sponsor Details window clings - Yes, 6
- Did you know the PTO does this? - Yes, but consider combining and emphasizing the effects and benefits of the PTO (rugs for every classroom, bike racks (Jamilyn to purchase), 16 new teacher table chairs for the lounge, back to school event for teachers, back to school lunch on day of Meet The Teacher)
- Executive board roles - As above; Consider combining or just posting to the website
- Welcome back letter for teachers with QR code (teacher favorites, birthdays, etc), Yes
- \$1,000 Printing gift card to admin -VOTE NEEDED, Yes
  - Jamilyn to double check amount that Ms Holbrook needs

#### **GRANT/FINANCIAL REQUESTS**

- Decide on amount to be given to each club (Club list TBD)
  - Budget for \$50 each? ~10-13 clubs. Budget for \$500 but instead of gift cards, request clubs to submit a grant request
- Gift card to Holbrook for incidentals again-VOTE NEEDED
  - Yes, \$500 to use at her discretion
- BTS gift cards for all teachers- \$50 each- VOTE NEEDED
  - Yes, \$50 in Fall, \$50 after new year
  - 60 teachers/staff members in total - Jackie to pick up 60 Amazon gift cards
- BTS gift cards for Admin to cover printing costs, admin asked for \$1,000
- Trass grant for Cougar Connect- already approved from the spring
  - Like LearningLab with new programming, collaborative board games ~\$3,000
- Classroom rugs
  - Every classroom teacher received a new rug ~\$10,000
- Beautification Committee Chair -gift card VOTE NEEDED
  - Yes; Provide a gift card to Kate: \$500 + \$200 leftover from last year; budget \$1,000 if needed
  - Lauren to check with Kate on her preferred store (Lowes, Pikes, etc)
  - Kate to coordinate directly with her committee to beautify pots in front, flowers by entryway, spirit rock area, +/- in front of marquee area
- Back To School event for teachers - date/event TBD; budget \$1,000
- Back To School lunch event for teachers; budget \$1,000

## **PTO PROJECTS / TO DO LIST**

- **Communications Update**

- POP, MTT, FDS, BooHoo, Room Parent Meeting
- Website update with teacher/staff surveys, new PTO Board photos/bios (Allie), committee chair list, forms (check request), links, etc.
- Finalize PTO Calendar dates with master calendar (Will know more after ADMIN mtg)
- PowerTime themes will be shared once the committee meets

- **Administrative**

- **Jamilyn-** Spirit rock sign up genius; Jamilyn will secure rock painting for 8/15
- **Kristin-** Marquee message (by 8/15: "Welcome Back Cougars!")
- **Kristin-** by 8/15: teacher board, pics before MMT, vestibule, PTO board update, fabric walls (do we need to refresh?) - Kristin will check on condition and content of all these items
- **Kristin-** teacher bathroom and lounge restock by 8/15
- **Jamilyn/Lauren/Allie-** Welcome letter and BTS packet (Highlight events per month, what our money is used for, T-shirt flyer, Boo Hoo Breakfast flier, PTO Exec Info - consolidate)
- **Jamilyn-** check with new counselor about needs
- **Jamilyn-** discuss new Tshirt website
- Board pics taken at PTO summer meeting 7/27

- **2025/26 Committees Chairs**

- Online Auction Experiences- Lauren and Jamilyn will discuss with teachers at their BTS meeting
- Need to invite committee chairs at PTO meeting on Sept 12th at 9:15am (Kristin to get addresses) - note date change
  - Room Parent - Jen Sipp
  - Online Auction - Lisa Szafarczyk and/or Amy Hennon
  - Staff Spirit - Jackie Jenkins

- **BOY Teacher Meeting PTO Introduction**

- Jamilyn and Lauren to attend

- **Admin Meeting 8/1, 10am @ Lost Worlds Brewing**

- Jamilyn, Lauren, Committee heads
- Goals: Review budgets, dates, logistics
- Auction (Lisa): Logistics, dates (introduce auction idea to teachers 9/9, teacher requests in by 9/16, auction live Sept 26 @ 7pm - Sept 28 @ 9pm)
  - Teacher thank you for participating in the auction - hot lunch delivery and name entered into raffle for PTO sponsored day off (substitute coverage)

- Budget: \$80 for auction site upgrade, \$200 for substitute coverage for teacher, \$500 for lunches for teacher participation
  - Celebrate the Arts (Ashlei) - \$100 budget, does the sign-up genius, coordinates with Ms Gibson
  - Talent Show - 3/19 current date, possibly change to Thursday 3/26; \$500 (Alyette, Lauren, Colleen)
    - Submit audition video
    - Smaller group numbers
    - May need to adjust from Thursday
    - Videographer
    - Flower sales
    - Carnation for day of delivered
  - Daughter Dance (Erica): \$2,000 budget
  - Son Event (Jen): 4/18, \$2,000 budget
  - Yearbook (Randi): Discuss camera preference
  - School Spirit (Jackie) - \$1,000
  - Teacher Appreciation (Michelle) - \$5,000
  - Cookie Walk (Julia) - \$100
  - Book Fair (Allie) - 3/16-19 (3/20 is a teacher work day; Allie requested to change to follow week 3/23-27 so a Friday is included); No budget needed (coffee, donuts from Hospitality budget)
  - 5th Grade Liaison (Amanda): Budgeted \$750 last year; propose \$1,000
  - Room Parent (Jen): no budget needed
  - Kickball Tournament: \$500 budget
- **Meet the Teacher - 8/20 4-6pm**
    - **Staff Changes- list will be provided during Admin meeting**
    - Time to arrive to set up: 2:30pm
    - Determine stations for set up and event
    - PTO kids can come in early to MTT at 3:15/3:30pm
    - Provide spirit wear table and opportunity for ordering, view samples
    - Be the "I" in KIND backdrop (can setup on Friday 8/15?)
    - Nicole providing a balloon arch at the entrance
    - Signage to set up (lawn stakes)
    - Food trucks: 3:30-7pm
    - Include POP invite and BooHoo flyers in kindergarten packets
  - **Popsicles on the Playground 8/20 6-7pm Side Playground**
    - Jamilyn will get popsicles to cafeteria freezer by 8/19
    - Board members to arrive to set up at 2:30pm
    - Provide opportunity for committee signup
    - Pickup nametags and stickers in classroom before coming outside for students and 1 parent: ~125 kindergarteners

- **BooHoo Breakfast 8/29 9-9:30am in cafeteria**
  - Flyers to be printed by 8/18 and up for MTT
  - Flyers in Kinder classrooms for distribution for staggered start
  - Amanda/Jamilyn- fruit tray, mini muffins/donuts, water, juice coffee
  - Board to arrive after drop off to meet and greet
  
- **PTO Welcome Packet**
  - Jamilyn revise the Welcome Letter from Board
  - Allie to finalize the Don't miss PTO calendar, waiting on master calendar from admin
  - Welcome packet to go out in first weeks folders
  - Deliver gift cards at Teacher meeting, Jamilyn and Lauren
  - Change PTO email to hello@... instead of admin@...

### **UPCOMING EVENTS**

- 8/20: Meet the Teacher, 4-6 pm, arrive by 2:30pm to set up.
- 8/20: Popsicles on the Playground, 6-7pm (all PTO)
- 8/25: First Day of School
- 8/29: BooHoo Breakfast, 9 am, cafeteria (all PTO)
- 9/4: Room Parent meeting, 9-10am, cafeteria (Jamilyn, Allie)

### **CONSIDERATIONS**

- October parent event at Boatyard?
- Look into Microsoft 365 CoPilot for note taking

### **CLUBS List (Need update from Admin)**

- 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)