

Agenda

Scissortail PTO October Board Meeting

Meeting Date: October 18, 2023, 11:00 am

Location: Scissortail Elementary Office

1. Call to Order **11:05am**

2. Minutes

2.a. Review of minutes from meeting 9/8/2023- **Read by Gina 11:12am**

3. Officer's Report

3.a. President's Report: **11:12am**

3.a.i. FFN

3.a.i.1. Congrats to PTO on FFN; especially MVP Hannah. Can't wait to do it again next year!

3.a.i.2. Earned \$133 for future Teacher Reimbursement fund from shoutouts, WOOHOO! **Closer to \$140 with Venmo**

3.a.i.3. Need photos from event to put in yearbook, and on website. **Mrs. Crawford did receive some pictures from teachers- Please send to PTO email address**

3.a.ii. Sales Tax Exemption was rejected

3.a.ii.1. Filled out and submitted to get exemption for t-shirts. Letter received from OK Tax Commission and we need to submit another form with application. Can try again, but not eligible for t-shirt purchase.

3.a.iii. Limo Service 10/27

3.a.iii.1. Could use support requesting necessary documents for EPS from Mr. Daniels, (need SOA and Vendor Application). **Hannah will call and offer to bring him the papers. Jess is available to bring papers to him if needed.**

3.a.iii.2. Learning experience: PTO cannot schedule/book vendors not on EPS list prior to event/schoolwide announcement. Too much shuffling needed afterwards.

3.a.iv. Chocolate Sales

3.a.iv.1. PTO finished WFC Fundraiser, estimated \$5.5k in earnings. **Hoping to wrap up soon- Gina has the list of numbers to call for missing**

Agenda

Scissortail PTO October Board Meeting

chocolates. Close to 39 boxes- about \$2,000 dollars we need to follow up on.

- 3.a.iv.2. Paid prize invoice, will need to pay the main invoice within 15 days of receipt of invoice on 10/06.
- 3.a.iv.3. Will start calling outstanding balances; no prizes with an outstanding balance owed to PTO.
- 3.a.v. Custodian Day
 - 3.a.v.1. We voted and approved doing something special for Custodian day.
 - 3.a.v.2. Gift Cards and treats purchased.
 - 3.a.v.3. Custodians sent note asking for no future gift cards. - In the future, ask for cash and put it in an envelope
- 3.a.vi. Yearbook 11:21
 - 3.a.vi.1. Submitted the yearbook cover to Jostens'.
 - 3.a.vi.2. Requested yard signs to place in view of pickup line, and order envelopes to send home with students. Yard signs just came in- Gina will put them up.
- 3.a.vii. Dinner for Conference night
 - 3.a.vii.1. We voted in October and approved sponsoring dinner for teachers on one of the two parent-teacher conferences.
 - 3.a.vii.2. Dinner scheduled for 10/17, sign-up genius created to supplement dinner. All slots filled within 24 hours.
- 3.a.viii. Microsoft Grant Approved
 - 3.a.viii.1. Website is under construction, no launch date yet.
 - 3.a.viii.2. Personal emails set up for each board member.
 - 3.a.viii.3. SharePoint for documentation
 - 3.a.viii.3.a. If you choose, it would be helpful to upload documentation on your role responsibilities that would be helpful to future board members; handbook.
- 3.a.ix. Sam's club gift card 11:23
 - 3.a.ix.1. \$75 gift card awarded PTO

Agenda

Scissortail PTO October Board Meeting

3.a.ix.2. Need to approve wagon purchase. Wagons are \$80. PTO will make up the difference. Prefer orange or blue to go with Scissortail colors

3.a.x. Book Fair 11:25

3.a.x.1. Mrs. Speer confirmed money in safe from book fair needs to be deposited.

3.a.x.2. PTO will pay invoice from deposits, and proceeds will be held in trust by the PTO for library's discretion and use.

3.a.xi. T-shirts

3.a.xi.1. They will be ready to ship within the next week; confirmed that we should have them before the end of the month.

3.b. Vice President's Report 11:30

3.c. Treasurer's Report 11:30

3.c.i. Expenses, and bank balance Edgar Cruz- Community Fund

Cares Fund- Donate Snacks to School

9/28- we moved \$850 from t-shirt fund to Staff Appreciation Fund

We need 2 individuals to look over budget every month- Mrs. Darcy & Office ladies can help

1.

1.a.

1.a.i. Confirm Venmo non-profit approved/rejected

2. Committee Reports

2.a. Homeroom Coordinator

2.a.i. Confirm that all classes have started Fall Party planning.

2.a.ii. Classroom Directories approved by Dr. Grunewald at September PAC Meeting

2.a.ii.1. Send email from homeroom parents with Google Form to submit personal contact information for student's/families. Google Directory, password protection

3. Principal's Report 11:48

Agenda

Scissortail PTO October Board Meeting

Move furniture and get sensory path put down. She wants to order 2 more tables with the chocolate money. We still have around \$1000 in the budget for the playground.

Want to make sure we are setting money aside for teacher reimbursement

Boxtops- need to send out to parents

89% participation for p/t conferences

1. Unfinished/Old Business

1.a. Santa contract

- 1.a.i. Contract was sent but he wanted to update the reimbursement. Instead of \$250 fee, he would like a 60/40 split of sitting fees. I responded back to clarify his requirements but have not heard back; will follow up again.

We are wanting to possibly put on the Santa Pictures ourselves.

We need to find a volunteer Santa. - Epworth Villa volunteer Ask Mrs. Crawford if that is allowed

Santa Suits, decorations/backdrop, can come out of the decoration fund

1.

1.a. Holiday Store 12:16

- 1.a.i. Need to create Signup Genius for volunteers
 - 1.a.i.1. Need specifics of what is needed to run store so I can create signup
 - 1.a.i.2. Does anything else need to be done to set up for the store?
Decor, boxes, tables, pre-set up before volunteers come

2. New Business 12:18

2.a. Taxes

- 2.a.i. Mental reminder that November is tax month; for Gina & Evan.

2.b. Hot Chocolate Day

- 2.b.i. Need to purchase supplies
- 2.b.ii. Volunteers in PTO or signup genius? Igloo cooler for hot water, bring measuring cups- Megan Davis or Epworth may have something to borrow to make pouring easier

Agenda

Scissortail PTO October Board Meeting

2.c. Vote on November Board Meeting

- 2.c.i. Can we combine October and November board meetings, no new business or events in November only taxes.
- 2.c.ii. PTO General Meeting 11/16- **Meet 30 minutes before**
- 2.c.iii. Will send recap send email with Agenda prior to 11/16; will confirm closer to meeting that we are still good with no board meeting before.

2.d. Upcoming events

- 2.d.i. Do we plan ahead for holidays/events that are inclusive like we did with Mexican Heritage Month/Edgar Cruz?
 - 2.d.i.1. What is next upcoming event and any ideas on how to commemorate? Black History month in February

December 18- Santa Night

Cards for Teacher at Santa Night

Hot Chocolate Sale at Santa Night?

1. Announcements
2. Adjournment **12:33**
- 3.