

Agenda

Scissortail PTO January Board Meeting

Meeting Date: January 17, 2024, at 4:30 pm

Location: Scissortail Elementary Office

Attendees:

Gina Smith

Principal Crawford (JC)

Evan Pearson (EP)

Jess Ray (JR)

- 1) Call to Order – at 4:30 pm
- 2) Minutes – reviewed by all
 - a) Review from board meeting on 12/14/23
- 3) Officer's Reports
 - a) President's Report:
 - i) Confirmed 2024 - 2025 Vacancy for Treasurer board seat
 - (1) Will be making appeal to members at general meeting to fill vacancy at 1/25 meeting
 - (2) Elections in March
 - (3) Possible solution could be for current board members to switch roles to have primary roles of president, treasurer and secretary filled.
 - b) Vice President's Report – JR checked in with Rachelle regarding yearbook status. She's working on the class mug shots.
 - c) Treasurer's Report
 - i) Current balance \$15,812.47
 - ii) Bookkeeping software recommended
 - (1) Quicken \$60/yearly – EP will sign up for a free trial and review.
 - (2) Quickbooks \$30/month base
 - iii) Library funds
 - (1) Two Deposits totaling \$2,708.37
 - (2) Literati Book Fair -\$1,716.83
 - (3) Expenses -\$318.33 (amazon)
 - (4) Expenses -\$29.58 (amazon) – outstanding balance to be paid
 - (5) Remaining funds after all balances paid \$643.63
 - (a) Mrs. Speer check for \$40 for new invoices. New remaining balance is \$603.63 (paid 1/17/2024)
 - iv) Cocoa Day
 - (1) Total cost for cocoa, cappuccino, and candy canes \$117.44
 - v) Holiday Store bill paid, zero profits
 - (1) \$4,319.87 deposited, paid to Natalie's
 - (2) \$75 amazon gift card – teacher drawing – EP will divide gift card into 3 \$25.00 gc.
 - vi) Santa Night
 - (1) Cost \$194.95 (Santa Suit, craft and game supplies)

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- (2) Collected \$158 cash, \$44.59 online ticket sales totaling \$202.59
 - (3) \$7.64 profit.
 - (4) Santa suit ready for pickup at EV. EP is working on thank you gift.
- 4) Committee Reports
- a) Homeroom Coordinator
 - i) Hannah – since you cannot attend board meeting this month please update this part for us, if necessary.
 - (1) Need to send reminder to plan friendship party to homeroom parents on 2/1.
- 5) Principal's Report
- EPS awards (EMMY event) table purchased for scissortail.
 - Foundation received lots of national grants, Scissortail received \$7k in grants from foundation in 2023. Part of the grant solicitation from foundation is “community (PTO) is invested in Foundation”.
 - PTO to check with Foundation if a Basket donation is needed for EMMY.
 - Teacher Reimbursement fund for next year.
- 6) Unfinished Business
- a) Evan submitted form with Oklahoma Tax Commission to register us as a charity
 - i) Need letter from Mrs. Crawford stating we are approved to do activities within the school. Required to be registered as an Oklahoma Charity. Waiting on registry information from OK Tax Commission for instructions (mailed after OK tax return is reviewed).
 - b) Pastries with Parents
 - i) Week of 2/13 – 2/16
 - (1) Is there a school budget/contribution for this event?
 - (2) PTO contribution to paid for from community building budget
 - (a) Need to contact Trina to check pricing of produce
 - (b) Need pricing for donuts, etc.
 - (i) JC thinking donut holes and oranges.
 - (ii) Child nutrition is more expense, then bulk
 - (iii) JC agreed to have school be reimbursed for pasties for day of ~700 individuals.
 - (iv) Event will be prior to school, setting tables in hallway or somewhere- not cafeteria.
 - (3) Who comes on which days?
 - (i) JC will coordinate and let us know.
 - (b) How to handle families with multiple students in different grade levels?
 - (i) JC parents figure it out.
 - (4) Event held in Cafeteria, then invite parents to visit book fair?
 - (5) Announce event at 1/25 PTO meeting? Yes
- 7) New Business
- a) PTO Meeting 1/25
 - i) Have sign-in and each household gets an entry to potentially win a pizza party for their students' grade.

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- (1) To be paid for from community building fund – **agreed by all**
- (2) Confirm date for pizza party with Mrs. Crawford
 - (a) **Cannot be during lunch but could be 1 grade level, or teacher (class)**
 - (b) **QR code for sign-in, turn google form off at specific time. Signup genius sent to NHS**
 - (c) **PMA to give demo**
- ii) PMA
 - (1) Gina will confirm they can come and what they plan to do with children
 - (2) Does there need to be a staff person present to supervise?
 - (3) Need to create sign-up for NHS to volunteer help supervise in gym
- iii) Door prize – one ticket per household for door prize (Blue Zoo or alternative)
- iv) Need flyer
- b) Alton Carter visit
 - i) **He's not been responsive regarding his payment and time. Will check with Hannah for guidance.**
 - ii) 2/16 – if there is a fee to be paid from community building budget
 - iii) Order books from Mr. Carter
 - (1) Checking with library to see which books are best to order from Mr. Carter
 - (2) **Quantity to order (4 total books – Community Fund)**
 - (a) Will we be giving some away, and if so to which students?
 - (i) Suggest a writing/art contest after event or random drawing
 1. **Drawing from Kindness Tree**
- c) Open House
 - i) Need clarification on event from Mrs. Crawford –
 - (1) **Kids to show off classroom.**
EP will be there to manage table.
- d) Pen Pal Program
 - i) One Senior pen pal assigned per class (if interested) with someone at Epworth Villa
 - (1) Depending on interest may do individual pen pals
JC has solicited at EPV but no luck. She will follow up with teachers.
 - ii) Alternative is to do international program with organization for a fee
- e) Book Fair
 - i) Confirm with library if we need volunteers for this one like last time
 - (1) Make signup genius for volunteer slots
PTO will follow up with Mrs. Speer regarding volunteers.
- f) Budget
 - i) **Community Fund \$1,323.97 – approved/Passed.**
 - (1) Pizza party for grade that wins PTO meeting contest
 - (2) Pastries with Parents
 - (3) To pay for music and art appreciation month in March
 - (a) Get with teachers to see how we can support
 - (b) \$100 budget for each program, or more?
(c) Will get with Teachers - Approved
 - (4) Misc. appreciation days gifts – **do everyone in May with T/SA fund**

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- (a) Bus drivers
- (b) Nurses
- (c) Social workers
- ii) Teacher Appreciation \$1,417.28 – week is flexible after Mother’s Day.
 - (1) Budget amount for TA Week, so we can plan with the remainder
 - (2) Are there any staff appreciation lunches to plan for outside TA Week?
 - (3) JC Meal or treats for Teachers trying get through this “bleak time” treat, card, and lanyard. JR to check on pricing and ideas for teachers/staff.Dates to be considered:
Roll on into Teacher/Staff Appreciation week- agreed by all.
 - (a) 2/5 – 2/9 Counselor’s week
 - (b) 2/22 – School Bus Driver Appreciation (community fund?)
 - (c) 3/9 – Social Worker’s Week (community fund?)
 - (d) 4/1 – 4/5 – Assistant Principal’s Week
 - (e) 4/4 – Librarian Appreciation Day
 - (f) 4/24 – Administrative Professional’s Day
 - (g) 5/1 – School Principal’s Day
 - (h) 5/5 – 5/10 – Teacher Appreciation Week
 - (i) 5/8 – School Nurse Day (community fund?)
- g) Signs for the year
 - i) Budget available \$399
 - (1) Sign for one day is estimated \$65 based on 2023 pricing
 - (2) Can potentially pull additional funds from décor budget \$750
 - ii) Proposed signs listed by priority
 - (1) Teacher Appreciation Week – 5 days (agreed by all)
 - (a) week cost add’l \$12/day; estimated \$125
 - (2) Spring Break – 1 day (agreed by all)
 - (a) Have a great break or Welcome Back?
 - (1) Last day of school – 1 day (agreed by all)
 - (2) Start of Black History Month – 1 day
 - (a) Additional balloon arch from Amazon from décor budget for Mr. Carter’s visit on 2/16 – JC Prefers the bulletin board be decorated instead of balloon arch for day of.
 - (b) Alternative: indoor decoration done by volunteers
 - (3) Additional dates and events that could be done indoors by volunteers or on class level
 - (a) School Counselor’s Week – card or sign, roll into Teacher appreciation week.
 - (i) need clarification on number of staff to budget
 - (b) School Bus Driver Appreciation – same as above
 - (i) Amazon sign
 - (ii) need number of drivers
 - (iii) Alternative: small thank you gifts from community building/TA fund
 - (c) Assistant Principal’s Week – same as above
 - (d) Librarian Appreciation Day – same as above

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- (e) Administrative Professional Day– same as above
- (f) School Nurse Day – same as above
 - (i) Coordinate with other school PTOs for traveling nurses – same as above
- h) Décor Budget – For entry bulletin board
 - (1) Ginger Williams – volunteering?
 - (2) New yard sign, new bulletin board.
 - (a) Ready for February BHM (no yard sign)
 - (i) Look for ideas to build
 - (b) Spring Break Bulletin board
 - (c) Staff/Teacher Bulletin Board (pay for extra days)
 - (d) Consider purchasing own signs for with for future events. (like scissortail mascot made by Simply Sign-it)
 - (3) Feather Flags for outdoor – price out for (8 to 12')
 - (4) Fun Run signs for parents to cheer on, charge a few dollars.
 - (a) Or similar idea for additional fundraising (outside of Boosterthon items).
- i) Expected Playground repairs – not at this time, equipment is under warranty.
 - i) Buddy bench needs secure, concrete base required. Wanted to see if District would pay for it.

Boosterthon meeting January 26th 2pm planning.

Yearbook Tributes – PTO collects money.

Meeting Adjournment at 6:04 pm