

Agenda

July Scissortail PTO Board Meeting

Date: July 13, 2024, at 2:00PM

Location: Stella Nova Coffee House, Edmond, OK

ATTENDANCE: GINA SMITH, JESS RAY, CORNELIUS NEAL, EVAN PEARSON, JEFF PATTON, ANNA MARSCHIK, HANNAH DONWELL

1) Call to Order 2:07 Officer's Reports

1.a) President's report – Gina Smith GS- familiarize yourself with the bylaws and expectations for your role, how business is conducted

1.a.i) Introduction for new officers

(1.a.i.1) Bylaws

1.b) Vice President's Report – Jess Ray

1.c) Treasurer's Report – Jeff Patton 2:10- balance is current as of today; outstanding expenses for flowers for Mrs.C, rolling coolers, 5th grade transportation for their field trip

1.c.i) Current Balance \$23,621.81

(1.c.i.1) Outstanding June expenses \$304.27 – receipts uploaded to the PTO SharePoint

(1.c.i.1.a) Current anticipated expenses before school starts

(1.c.i.1.a.i) Updating binders (Office Supplies budget)

(1.c.i.1.a.ii) Underwear/Socks/Shorts (Community or Care budget) Jess will talk to Mrs. Landwehr about supply

(1.c.i.1.a.iii) Popcorn supplies (popcorn budget) ongoing relationship with AMC donated popcorn

(1.c.i.2) Non-Discretionary Funds \$2,211.73 2:15 (funds we can't use per our bylaws)

(1.c.i.2.a) Library Fund \$149.09

(1.c.i.2.b) Long-term Playground Repair Fund \$1,562.64

(1.c.i.2.c) Minimum Standing Balance \$500.00

1.c.ii) Anticipated Starting Balance \$21,105.81 2:17

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(1.c.ii.1) Budget best practices: any money earned during the school year will be saved for the next school year's budget unless donated for a specific purpose, such as TA meals.

2) Committee Reports

2.a) Homeroom Coordinator - Hannah Donwell

2.a.i) Recruitment Ideas ready for August board meeting – ready to carry out on 8/13
Meet the Teacher event **PTO Recruitment**

2.b) Volunteers for unfilled committee heads – FFN, Flyer Frolic Dance, Restaurant/Spirit Nights, Decorations, Popcorn, Bingo Night

3) Principal's Report – Jamila Crawford **2:22- no notes at this time**

4) Unfinished Business **2:22**

4.a) EPS Sanctioning Application

4.a.i) Submitted & Accepted

(4.a.i.1) Feedback

(4.a.i.1.a) They requested we not ask any school staff to do financial reviews as we did last year, this has been noted and we will make the appropriate changes.

(4.a.i.1.b) Asked for updated bank signature card reflecting new treasurer, submitted to EPS on 7/9.

4.b) Sensory Path for playground purchased Summer 2023

4.b.i) Installation update? **2:24 hasn't been installed, looking forward to update. We may need someone to install it.**

4.c) Final Budget Review for 2024 – 2025, see attached budget draft & last year's cash flow **finalized t 2:58**

4.c.i) \$21,105.81 (new starting balance) – \$17,450.00 (previously budgeted amount) = \$3,625.83 remaining to be allocated

(4.c.i.1) Proposed allocations

(4.c.i.1.a) Increase existing budget line(s)

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(4.c.i.1.a.i) Create separate budget line(s) for appreciation months

4.c.i.1.a.i.1. Misc. cultural appreciation months

4.c.i.1.a.i.2. Music/Art appreciation

(4.c.i.1.b) Playground improvements **playground mulch, fake grass/turf flooring on large playground, Gina proposes add \$1,000 to playground budget to honor student council's request for gaga pit and have additional**

(4.c.i.1.b.i) Gaga Pitt – student council suggestion **want to move forward**

(4.c.i.1.b.ii) Additional picnic tables

(4.c.i.1.c) Teacher Reimbursement fund – fund currently allows for \$100/teacher, 40 total **all in favor 2:53**

(4.c.i.1.c.i) Create separate reimbursement fund for additional grants as needed/requested?

(4.c.i.1.d) Create a fund for snacks or add to Cares fund

(4.c.i.1.e) Flowers pots & supplies for school entrance

(4.c.i.1.f) Create Flyer Frolic Dance/Spring Fling budget line

(4.c.i.1.g) Suggested PTO Family meet-up for summer break – park, playground, swim night

5) New Business **2:58**

5.a) Bylaws **no changes at this time**

5.a.i) Call for suggested changes – if there are any amendments suggested, a vote on the proposed change carried out in August.

5.b) Proposed Schedule Review, see attached Rough Calendar 2024 – 2025

5.b.i) Suggested changes to the schedule – if there are any suggested changes to the schedule we will vote and confirm them in August.

5.c) 2024 – 25 Spirit T-Shirt

5.c.i) Vote for discounted spirit t-shirts

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(5.c.i.1) Last year's budget purchased discounted spirit t-shirts & 5th grade EOY t-shirts

We will offer student shirt at \$6, additional shirts for \$8+ with take home form.

Staff shirts for beginning of the year- \$600 estimated

1)

1.a)

1.a.i) Design review from Hannah

1.b) School Supply Drive 3:20

1.b.i) Having a drive was suggested, however Mrs. Crawford explained that they already have someone dedicated to working on this with a charity and there's no present need for additional support.

1.c) Schedule August PTO Board Meeting - preferably within first week of August

BACK TO SCHOOL SIGNS APPROVED

Sign up for PTO newsletter at meet the teacher with check box to be included in the student directory; ask JC if we can include PTO written newsletter in school wide newsletter. (Jess will ask JC about this)

1) Meeting Adjourned 3:34

Planning meeting for meet the teacher- July 31, 5:30pm, location TBD

August Board Meeting- tentative August