

# Agenda

## November Scissortail PTO Board Meeting

Date: Thursday, November 14, 2024, at 5:00 PM

Location: Scissortail Elementary School Office

- 1) Call to Order **5:07 PM**
  - a. **Gina Smith (GS), Jess Ray (JR), Jamila Crawford (JC), Jeff Patton (JP)**
- 2) Officer's Reports
  - a. President's Report – Gina Smith
    - i. Spirit shirts distribution completed
    - ii. Ordered yard signs for Thanksgiving (11/22) and winter break (12/19)
    - iii. Volunteer signup for Holiday Store completed
  - b. Vice President's Report – Jess Ray
    - i. Notes about read-a-thon for future
  - c. Treasurer's Report – Jeff Patton
  - d. Committee Reports
    - i. Homeroom Coordinator – Hannah Donwell
      1. Homeroom parent handbook update **GS make sign-up genius to get contact info for homeroom parents**
  - e. Principal's Report – Jamila Crawford
- 3) Unfinished Business
  - a. Gaga pit installation – do we need to pay someone to install? **JR will go w/Hans to inspect and see what tools are needed to install**
- 4) New Business
  - a. Holiday Store 12/2 – 12/6
    - i. Need shopping schedule for classes **GS will create sign-up**
  - b. Taxes due December **JP will submit taxes, and file State Form**
    - i. Refile with Oklahoma Secretary of State for Certificate of Incorporation \$15
    - ii. File State form 512E
  - c. Teacher appreciation meal for holidays?
    - i. Date/budget **JP will do holiday meal on 12/18, budget \$400 from TA fund**
  - d. Maintenance appreciation gifts – vote needed
    - i. Due 12/18, budget? (community fund) **JS will purchase gifts \$100 budget for both**
  - e. Committee head for “Flyer Frolic” dance? **Delayed until next board meeting**
    - i. Confirm date/budget (community fund)
- 5) Meeting Adjourned **5:48 PM**