

# Sylvan Park PTO Executive Board Meeting Agenda

Tuesday, July 26<sup>th</sup>, 2022

## In Attendance:

1. President-Emily Fisher
2. Vice President-Cassie Lefevre
3. Principal-Elizabeth Goetz
4. Secretary-Lacey Burke
5. Treasurer in Training-Casey White
6. VP of Fundraising-Becca Jensen, Ashley Ryan
7. VP of Communications-Amanda Reynolds
8. VP of Volunteers-Sarah Grace and Theresa Yarber
9. VP of Diversity-Sarah Laos
10. VP of Teacher Appreciation-Monika Whittenburg and Blair Gunn
11. Community Relations-Ruth Butler
12. Ex-Officio-Theresa Yarber
13. Teacher Representative-Hope Maynard
14. Teacher Representative-Bedwell
15. Teacher Representative-Lizzy Williams

## Absent:

1. Treasurer-Jennifer Morse
2. VP of Fundraising-Jamie Cathcart
3. VP of After School Clubs-Raymond Arceneaux
4. VP of Diversity-Jennifer Thomas

## **1. Welcome and 2022-2023 PTO Board Introduction**

## **2. Update from Ms. Goetz**

- a. playground should be ready by the first day of school, need enough dry days to complete 2 phases

- b. Theresa and Emily will be working with mnps on additional developments as a result of the track changes
- c. SSA requirements have changed allowing for more flexibility
- d. Returning to pre-covid volunteer policy, volunteers can be in the building from 8:15-2:45
- e. No parents in building during arrival & lunch
  - i. d/t safety & efficiency
  - ii. entire SW quadrant of schools is doing something similar
  - iii. parents can come during lunch, check child out and have lunch on school grounds
- f. 8/5 ice cream social - parents will see class rosters
  - i. unable to change hours
  - ii. If unable to attend, parents should email Ms. Goetz
  - iii. Parents can be in the classroom during parent work days and open house
- g. Lunch
  - i. now back to pre-covid practices
  - ii. time is tight with the addition of 5th grade
  - iii. need parent volunteers for lunch 11am-1:15pm

### **3. Budget – Casey White**

- a. Overview of operating budget
  - i. 15,700 in checking
  - ii. 15,000 in savings
  - iii. Goal is to break even on the year
  - iv. The goal is to raise 69,000 this year
  - v. reimbursement forms in drop box
- b. Previous and upcoming income and expense
  - i. Spring Carnival '22 raised 18,999
  - ii. No parent night in 2022, anticipate revenue from parent night in 2023
  - iii. Spirit wear raised \$1,500 last year
  - iv. upcoming
    - 1. recommend discretionary fund for students and one for teachers
    - 2. consider a 3-5 year plan of projects
    - 3. air filters
    - 4. tote bags
- c. Reimbursement process
  - i. check in with Casey or Jennifer before buying anything
  - ii. get itemized receipts

- d. Financial policies
  - i. no money to be given directly to MNPS employees

**4. Communications – Amanda Reynolds**

- a. Submission details for newsletters, social media, website
  - i. send items to be added to newsletter to [Amanda.r.reynolds@gmail.com](mailto:Amanda.r.reynolds@gmail.com)
  - ii. .jpeg or .png pics are ideal
- b. Social Media
  - i. Facebook, instagram, twitter
  - ii. difficult to monitor
  - iii. Info goes to sylvan parkschool.org

**5. Upcoming Events**

July		
Day, Date	Event	PTO Contact
Wed, 27	Kindergarten Assessments 8a-4p	Emily Fisher, Hope Maynard
Thu, 28	Kindergarten Assessments 8a-4p	Emily Fisher, Hope Maynard
Sun, 31	Back to School Bash / Supply Drive; Richland Park 1-4p	Ruth Butler
August		
Day, Date	Event	PTO Contact
Fri, 05	Kindergarten Coffee 8-9a VIRTUAL	Emily Fisher
Fri, 05	All Grades Ice Cream Social 3-5p	Sarah Grace, Theresa Yarber
Sat, 06	Parent Work Day 9a-2p	Emily Fisher
Sun, 07	Parent Work Day 9a-2p	Emily Fisher
Mon, 08	FIRST DAY OF SCHOOL - Tears & Cheers	Emily Fisher
Fri, 26	Fun Run Kick Off	Jamie, Becca, Ashley
Wed, 31	Grandparents & Granola K-2; 7:30a	Lacey Burke
September		
Day, Date	Event	PTO Contact
Thu, 01	Grandparents & Granola 3-5; 7:30a	Lacey Burke

**6. Fundraising – Jamie Cathcart, Becca Jensen, Ashley Ryan**

- a. Fun Run
  - i. proceeds-consider a large discretionary fund for critical needs or hold to make bigger enhancements or improvements
- b. Purpose of funds
  - i. Interventionist has been employed as a result of funds from COVID. Will have this position for the next 2 years. If able to fund other areas from PTO

fundraising, some school money could go towards continued employment of interventionists.

- ii. Possibly a technology refresh this year

## **7. Closing Comments**