

In Attendance:

1. President-Emily Fisher
2. Vice President-Cassie Lefevre
3. Asst. Principal - Liz Hewitt
4. Secretary-Lacey Burke
5. Treasurer in Training-Casey White
6. VP of Fundraising-Becca Jensen, Ashley Ryan, Jamie Cathcart
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
11. Community Relations-Ruth Butler
12. Ex-Officio-Theresa Yarber
13. Teacher Representative-Grace Slaughter
14. Teacher Representative-Lizzy Williams
15. Treasurer-Jennifer Morse
16. Treasurer in training-Casey White
17. VP of After School Clubs-Raymond Arceneaux
18. VP of Diversity-Jennifer Thomas

Absent:

1. Principal-Elizabeth Goetz
2. VP of Teacher Appreciation- Blair Gunn
3. Teacher Representative-Hope Maynard
4. Teacher Representative-Bedwell

**1. Welcome and Thank You** – Emily Fisher

**2. Update from Ms. Hewitt**

- Thanksgiving lunch: K, 2nd, 4th 11/17
- Holiday lunch: 1, 3, 5 TBD

**3. Treasurer Update** – Jennifer Morse

- a. Overview of operating budget (see attached document)
- b. Previous and upcoming income and expense (see attached document)

**4. Fun Run: Spending of Funds Overview** – Emily Fisher, Jennifer Morse

- Experiences: nashville ballet, little art house, cafe nonna, global education center
- Get MNPS approved list - Ray has list

**5. Holiday Teacher Appreciation** – Blair Gunn, Monika Whittenburg

- Donations for Christmas goes to support staff - paras, bus driver, custodians, nurse.

- Stock the lounge works best Wed. or Thurs. Better than Fri so there isn't waste.
- Holiday lunch for staff: Coco's, ML Rose

**6. Upcoming Events – review events and cover any volunteer needs**

November		
Day, Date	Event	Contact
Thu, 10	4th Grade Performance	Currie
Tue, 15	Curriculum Night	Goetz, Fisher
Thu, 17	K-2 Thanksgiving Lunch	Goetz
Fri, 18	3rd-5th Thanksgiving Lunch	Goetz
December		
Day, Date	Event	Contact
Fri, 02	Let's Goet(z) Together - VIRTUAL	Goetz
Thu, 08	PTO Holiday Party	Fisher
Thu, 15	3rd Grade Performance	Currie

**7. Closing Comments**

Park Ave: ask if there are Christmas donations, ask if they want school supplies donation

Parent mixer/socal in February - ask about NGTC - have auction that night

Dec. 15 holiday party

Diversity night - Verity Rodriguez, Neuro divergent panel

PTM Game night

## Treasurer Report for PTO meeting on November 3

1. Overview of balances
  - a. Starting Year Balance: Checking \$15,775.21 Savings \$15,017.53
  - b. Current Balance: Checking \$63,529.36 Savings \$15,035.69
2. Highlights of big income/spending from previous month(s)
  - a. Income
    - i. Fun Run: \$63,935.01 Wow!!! \$23k sponsors, \$41k parents/community with 287 unique paypal donors ranging from \$3-\$2000
    - ii. Other Fundraisers: Amazon/Grocery: \$1,058.97
    - iii. School supply: \$808.22
  - b. Expenses
    - i. Fun Run items \$6,230.07
    - ii. PTO Fees \$1,677.58
    - iii. Mascot! \$448.49
    - iv. Events: Grandparents/Granola \$448.49 and Trunk/Treat \$109.41 (under budget)
    - v. Teacher appreciation lunch: \$624.76
3. Upcoming projected income/spending
  - a. Projected Income
    - i. Fun Run Donors: \$1500 estimated
    - ii. Spirit wear \$300 estimated
    - iii. Other fundraisers \$300 (Remind people about grocery/amazon)
  - b. Projected Expenses
    - i. January Diversity Event \$500
    - ii. Fun Run Project
    - iii. Principal discretionary: \$3k remaining
  - c. Other budgeted items: Sunshine fund \$300, Air filters: \$400 Community relation swag (Car magnets, swag?, poster for recruitment events) \$500, Science redirect to assembly? \$700
4. Reminder of reimbursement process
  - a. Get approval from Jennifer, Casey or Emily prior to buying anything, even if within the predicted budget, just as an FYI to know that it's coming. Keep your own internal detailed budgets if needed (i.e. carnival expenses)
  - b. Payment by debit card or reimbursement by check
  - c. Reimbursement form available on dropbox: ([Dropbox link](#))
  - d. We are tax exempt. If possible, try to share status with vendors ([Dropbox link](#))
  - e. Be sure to get an itemized receipt and provide information on the purpose of purchase.