

## **Sylvan Park PTO Executive Board Meeting Agenda**

**Thursday, January 12th, 2023**

### **In Attendance:**

1. President-Emily Fisher
2. Vice President-Cassie Lefevre
3. Principal - Elizabeth Goetz
4. Secretary-Lacey Burke
5. VP of Fundraising-Becca Jensen, Ashley Ryan, Jamie Cathcart
6. VP of Communications-Amanda Reynolds
7. VP of Diversity-Sarah Laos
8. VP of Teacher Appreciation-Monika Whittenburg , Blair Gunn
9. Community Relations-Ruth Butler
10. Teacher Representative-Grace Slaughter
11. Teacher Representative-Lizzy Williams
12. Treasurer-Jennifer Morse
13. Treasurer in training-Casey White
14. VP of After School Clubs-Raymond Arceneaux
15. VP of Diversity-Jennifer Thomas
16. Teacher Representative-Bedwell

### **Absent:**

1. Teacher Representative-Hope Maynard
2. VP of Volunteers-Sarah Grace and Theresa Yarber

**Welcome** – Emily Fisher - beginning plans for school kits and spring carnival

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

- Fast screener coming up soon - skills based assessment
- Talking with teachers about PTO funded field trips
- Walkies have been ordered - on backorder

### 3. Treasurer Update – Jennifer Morse

- Overview of balances
  - a. Starting Year Balance: Checking \$15,775.21 Savings \$15,017.53
  - b. Current Balance: Checking \$43,603 Savings \$15,041.13
- Highlights of big income/spending from previous month(s)
  - a. Income
    - i. Matching End of Year Donations: \$400- Good opportunity for next year
    - ii. Other Fundraisers: Amazon/Grocery: \$175- Should add to Newsletter
  - b. Expenses
    - i. PTO Fees (liability) \$700
    - ii. Principal Discretionary: Christmas lunch and gifts: \$1,750
    - iii. Technology Support: Brainpop \$3k
    - iv. Events: Curriculum, Christmas, Sing-along: \$850
- Upcoming projected income/spending
  - a. Projected Income
    - i. Fun Run Donors: \$500 estimated
    - ii. Spirit wear \$300 estimated
    - iii. School supplies: \$500
    - iv. Other fundraisers \$300 (Remind people about grocery/amazon)
    - v. Restaurant Promotions: Nicky's, Others?
    - vi. Pass-through for Marathon Kids (\$2k in, \$2k out), Candy (\$2.2k, \$600 out to valentines)
  - b. Projected Expenses
    - i. January Diversity Event \$500
    - ii. Fun Run Project Spending
    - iii. Principal discretionary: \$1.5k remaining
    - iv. Teacher Appreciation: \$1k remaining
    - v. Parent Social? Spring Carnival?
  - c. Other budgeted items: Sunshine fund \$300, Air filters: \$400 Community relation swag (Car magnets, swag?, poster for recruitment events) \$500
- 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.

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

- Bought: 2 color printers
  - Would like to have a printer on every floor - 2 more

- book fair hardship fund, PNA enrollment hardship fund
- Consider putting funds towards:
  - supplying headphones for every student
    - Need to confirm preferred styles for upper and lower grades
  - Could use 2 more smart boards
  - garage door in library to separate areas for testing

**5. Clubs for Spring Semester – Ray Arceneaux**

- Marathon kids - Tues., Wed., Thurs.
- Nature Club
- Rally cats Tennis
- Chess
- Ukulele
- Boy/girl scouts
- Soccer
- Portion of hardship funds could be used towards clubs

**6. Diversity Night Plans – Sarah Laos, Jennifer Thomas**

- Childcare will be provided
- Verity Rodriguez, guest speaker - neuro-diversity

**7. Candygrams – Blair Gunn, Monika Whittenburg**

- Will collect by 2/8 or 2/9

**8. PTO Board Members for 2023-2024 – Emily Fisher**

- Need to declare intent to serve on board soon, will advertise available positions in newsletter

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

- Stock the lung 1/26
- 5th grade Performance, 6p, 1/26
- Diversity night, 6p, 2/9
- SP night with Belmont Basketball, 1pm, 2/11
- Stock the lounge 2/15
- PTO Board Meeting, 6p, 2/16
- Paideia Parent Seminar 2/23
- Let's Goetz Together - VIRTUAL @ 8:15am, 2/24