

PTO General Meeting

MEETING AGENDA & MINUTES

Monument Academy PTO

Date: 16 Sept 2021

Time: 0845

Location: Kendra's House

I. CALL TO ORDER *at 8:55am*

II. Board MEMBERS IN ATTENDANCE

Kim Kays (President)

Samantha Ver Steegt
(Secretary)

Katie Bertino (Vice President)

Vacant (President Elect)

Maureen Ryls (Treasurer)

Tanja Curtis (East PTO guest)

Sign-in sheet attached with other guests

III. SECRETARY'S REPORT – *review & approval of minutes of previous meeting*

NA- No Secretary Report as this is our first General meeting

IV. TREASURER'S REPORT – *review of income & expense actuals, budget, and variances*

Aug Financials Review- See Attached

Waiting on more information and data to officially approve the budget.

Went over profit and spending on the items that have already occurred including Friday Snacks.

Waiting on check from King Soopers for payout

Waiting on separation of Spirit-wear. (Maureen and Brianna will meet on this)

V. OLD BUSINESS – *informative / discussion / approval items from previous meetings*

(1) Shade Structure-

Kim will schedule a meeting with Aaron, Contractor and Vinny. Kim will ask for a construction schedule for the plan over fall break.

Permit is with the county and hoping to have it installed during Fall Break.

VI. NEW BUSINESS – *topics introduced in this meeting*

(1) Introduction to Board and this year's priorities

a. Community- Building community between school and parents, We discussed doing 1 sign-up genius and just adding to it as needs arise.

b. Planning for Future- Looking towards the future with carline and other big things that will come up.

c. Refresh- Purchase items we will use and need in the future such as coffee pots, serving trays etc.

(2) Accomplishments: Friday Snack, Back-to-School events, Save the Date Magnets, EduKits

(3) Fun Run Update

Jessica provided an update on what is happening. Students are excited about the pirate theme and what is coming.

We invested more in the prizes but feel like its worth it as it's a 30/70 financial split. We are trying to get people to donate more than the \$50 since we are offering prizes other than just the t-shirt.

We discussed advertising more and doing something for National Pirate Day.

Jessica will work on finalizing the schedule for Fun Run so parents know when to volunteer.

Kendra will be the mascot during Fun Run.

(4) KISS Breakfast

Julia is the chair of this event. The event is September 27-October 1st. We will have reserve parking for guests and will send out information asking for RSVP. Event will be held 7:25-8:00am. Monday will be PreK-K, Tuesday will be 1st Grade, Wednesday will be 2nd Grade, Thursday will be 3rd Grade and Friday will be 4th and 5th Grade.

Julia and Kim will work on a flyer so that we can pass out to students asap.

- (5) Trunk or Treat
 Kendra and Leslie will co-chair this event.
 Sign-Up Genius will be created and go out for car sign ups
 3 Monster boxes will be created by Kendra, Leslie and Maureen. We will sit these boxes out during Parent/Teacher conferences, carline and in the front doorway to collect candy Oct 13-26.
 Kim will ask the school for access to their speakers for spooky music
 Samantha will contact Food Trucks. We are hoping for 4 food trucks to park in the side parking lot available for families
 Sara will reach out to O'Malley's Food Truck per her contact
 We will give a gift card prize to the Best decorated car
 We will also do a pumpkin decorating contest and have a prize for that as well.
- (6) Restaurant night
 First Restaurant night will be Jaritto Loco beginning of October. Sara has a meeting with the owner on Saturday.
 Other restaurants that we will be doing include: Arlene's Beans, Papa Johns, Texas Roadhouse, Perry's Pizza, Chick-Fil-A. We mentioned doing a pie place for December for Holiday orders.
- (7) East Campus update
- (8) Open Discussion
 A motion was set to approve \$100 checks for home-school coordinators, Mrs. Collier, and the new 4th Grade teacher. Kim Approved and Katie gave a 2nd approval. Everyone was in favor. After further discussion with the front office we are not giving checks to homeschool teachers as one is a contract teacher and one is a para.
 A motion was set to approve Mrs. Cavanagh's grant proposal of reimbursing her \$98.60 for classroom supplies as submitted. Kim approved and Samantha gave a 2nd approval. Everyone was in favor.

VII. REVIEW OF ACTION ITEMS – *requiring follow-up*

- Kim will schedule a meeting with Aaron, Contractor and Vinny. Kim will ask for a construction schedule for the plan over fall break.
- Jessica will work on finalizing the schedule for Fun Run so parents know when to volunteer
- Julia and Kim will work on a flyer so that we can pass out to students asap.
- Julia will work on finalizing all details for KISS breakfast.
- Kendra and Leslie will create a sign-up genius for Trunk or Treat.
- Kendra, Leslie and Maureen will create Monster Boxes.
- Kim will ask the school for the speaker for Trunk or Treat
- Samantha and Sara will reach out to food trucks.
- Sara will meet with Jaritto Loco and schedule our first Restaurant Night
- Maureen will work with front office to make sure everyone has checks
- Maureen will issue checks for Home-School, Mrs. Collier and 4th Grade teacher.
- Maureen will reimburse Mrs. Cavanagh
- Maureen will work with East to make sure things are separated

VIII. NEXT MEETING ~ Date: 17 Nov Time: Location:

IX. ADJOURNMENT *at* 10:07am