

DRAFT- PTO General Meeting

MEETING AGENDA & MINUTES

Monument Academy PTO

Date: 11 May 2022

Time: 0830

Location: MA-W PTO Room

I. CALL TO ORDER *at 8:32 am*

II. Board MEMBERS IN ATTENDANCE

Kim Kays (President)

Samantha Ver Steegt
(Secretary)

Katie Bertino (Vice President)

Vacant (President Elect)

Maureen Ryals (Treasurer)

Tanja Curtis (East PTO guest)

See Attached Sign In Sheet

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

16 March 2022 Minutes- Maureen set motion to approve, Kim seconded the approval. All in Favor. Approved. Sent to Patricia.

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

Financials Review- Maureen went over budget and items we are waiting for. We decided to deposit the Lolley's check as soon as we receive. No need to wait until next year.

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

- a. Shade Structure Update- Hoping to install in May, if not Fall Break. Parent is installing. We are 90% sure the permit can just be reinstated. If not we will need to go through the process which will push us back. Kim needs to send dimensions to Brittany in regards to the concrete pad.
- b. Empty Volunteer Slots
 - i. Treasurer
 - ii. Summer Workbook Lead
 - iii. Volunteer Committee Chair
 - iv. Community Communications Chair
- c. Summer Workbooks- We are still taking orders and hoping to have them all completed and submitted soon.
- d. Movie Night- Great success but would like to see more people next time. We will do flyers to help advertise this event. In August/September we will do another one. Need to determine if its only for new families or all MA community.
- e. Edukits- Ordering window is open and will be closed July 10th.
- f. Watch DOGS- Kim has a meeting today to discuss Watch DOGS at the MA campus. We will rebrand as Watch DOGS has closed.

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

- (1) Spirit Wear Designs- Brittany and Julie discussed the new spirit wear approach for next year. They are hoping to have designs withing the next month for us to get approved by Admin. We are looking to have inventory ordered for back to school events. We will have teacher/adult options as well as extras including hair accessories, hats, and water bottles.
- (2) Planning for next year- We will meet to iron out dates and create a magnet for back to school. We are looking to add STEM night back in for next year.
- (3) Teacher Check amount for 2022-2023- We will continue with \$100 in August and possibly add a second check in January. We will also ask the teacher communication chair to remind teachers of the extra funds they can take advantage of.
- (4) Open Discussion- Sara Petrie set a motion for the approval of Janea as the Vice President for the 2022-2023 board. All in favor and approved. Lisa set a motion for the existing board to stay in office for the 2022-2023 school year as well. Sara Petrie seconded. All in favor and approved.

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

Kim needs to send out email regarding Treasurer position and also used uniform drop off.
Kim email Brittany dimensions for the concrete pad.
Katie will figure out the debit card for spirit wear for Brittany.
Kim will let Vinnie (sp?) know about sending reminders to teachers in regards to extra funds available for reimbursement.
Maureen will draft email about available funds for teachers and Kim will send out.
Kim will talk to Admin about Aug 1, 3 dates for Uniform Swap.
Lisa will draft an email about uniform swap donations and Kim will send.

VIII. NEXT MEETING ~ Date: [See you next year!](#) Time: Location:

IX. ADJOURNMENT *at* 10:10am