

# PTO General Meeting

## MEETING AGENDA & MINUTES

Monument Academy PTO

Date: 7 Sept 2022

Time: 0830

Location: MA- W PTO Room

### I. CALL TO ORDER *at 8:30am*

### II. Board MEMBERS IN ATTENDANCE

<input checked="" type="checkbox"/> Kim Kays (President)	<input checked="" type="checkbox"/> Samantha Ver Steegt (Secretary)	<input type="checkbox"/> Katie Bertino (Vice President)
<input checked="" type="checkbox"/> Janae Winkelman (Pres Elect)	<input checked="" type="checkbox"/> Colleen Marsh (Treasurer)	

See attached sign in sheet for other attendees

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

11 May 22 Minutes- Samantha calls a motion to approve and Stephanie Warner seconded. All in favor and Motion passes to approve May 2022 Minutes.

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

Yearly Budget Overview- Budget was passed around for all to see and Colleen discussed the August income/expenses. Taxes- PTO has hired a tax representative to do our taxes and double check everything. Kim calls for a motion to approve the 2022-2023 budget, Maureen seconds and all in favor. Budget passes.

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

- (1) Accomplishments: New Teacher Breakfast, Teacher Checks, Spirit Wear, Friday Snack, Back-to-School events, Save the Date Magnets, EduKits, Restaurant Night, Uniform Swap  
We were very pleased with the organization of the back to school events and the success of Friday Snacks and Spirit Wear. PTO is looking for a new lead for Edukits and Summer Workbooks. August Restaurant Night was successful and we raised \$593 from Kneaders. Texas Roadhouse will be in September. Looking for restaurant suggestions for open months. Uniform Swap wasn't advertised well. Please work on advertising better in the future. Date will be sent out for uniform swap in May Lynx News so that everyone knows in advance. Shoot for a mid to end July date and possibly send a flyer home. May look at combining with East. Create an event for the Facebook page so that a reminder is sent.
- (2) Shade Structure – Kim will research the shade structure and look into the quote we just received from Jonathon Mayfeld.

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

- (1) Introduction to Board and this year's priorities
  - a. Community
  - b. Stability
- (2) Penny Wars – Samantha  
Looking for volunteers for counting. Post amounts on facebook and announce on morning announcements.
- (3) KISS Breakfast – Julia  
Looking for 5 volunteers to help with the breakfast. 2 classes on Monday and 2 classes on Friday. We will have 2 food lines as well as a parking person.
- (4) Watch DOGS – Brad  
Great opportunity for getting male role models in the school. October 18<sup>th</sup> (?) we will have an introduction event with Pizza!
- (5) Hospitality – Kendra

We will have carts or an event every month. Big event in December, February and May. Signup genius will be sent out for the big events for parents contributions.

- (6) Trunk or Treat – Kendra  
2 Food trucks scheduled at this time. Kendra and Kim will look into holding this event at East. Candy monsters will appear at the school October 3rd. We need volunteers to help build candy monsters. We need 2/3 boxes donated by September 30<sup>th</sup>. Candy will be picked up daily after carline. Kendra would like to bring back the glow dance if we get enough volunteers. Pumpkin contest.
- (7) Restaurant nights – Sara  
Texas Roadhouse will be in September. Kneaders raised \$593 dollars.
- (8) Spirit Wear – Brittany  
Orders should be in by September 15<sup>th</sup> and then Brittany will be packaging and distribution.
- (9) Empty Chairs: Summer Workbooks, EduKits
- (10) Open Discussion  
Sarah Bailey mentioned the ability to use the Volunteer portal to help get volunteers

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

Kim get flyers and posters printed for Penny Wars.  
Janea will meet with Julie about Kiss Breakfast.  
Colleen and Samantha will work on counting and advertising the money counted during Penny Wars.  
Samantha work on getting a 3<sup>rd</sup> food truck.  
Kim will meet with Stephanie to discuss uniform swap.  
Kim and Kendra will discuss Trunk or Treat at East campus.  
Colleen will count money on Friday for Penny Wars and try to get a volunteer to help her.  
Colleen remind teachers to cash/deposit their checks.  
Samantha Send May approved minutes and update board names to Dawn Bartlet.

VIII. NEXT MEETING ~ Date: 9 Nov Time: 0830 Location: MA-W

IX. ADJOURNMENT *at* 9:33am