

## October 21, 2016 Exec Board Minutes

### CONSENT ITEMS

September Exec Board Minutes

August and September Financial Statements

- Jen moved to approve consent items. 2<sup>nd</sup>, all aye. Consent items approved.

### DISCUSSION ITEMS

Finance

- General Finance Update – Accounts looking good. Need to cut checks for additional Teacher Appreciation gifts for specials teachers. Honors is closing in on money provided through startup and CSF, and will most likely submit grants during the year for additional needs. Fry's card has already produced \$680 in contributions.
- Classroom Support Final Update – Mr. Dawson provided teachers with list of non-contributing families, as well as verbiage for a letter or email for teachers to send. Jen to provide teachers with one final update for this CSF drive, and will continue to update teachers monthly. Mr. Dawson and Mrs. Fuentes to determine how new families are notified of request for funds.

General

- Will Clipman proposal - Mr. Clipman proposed another program to provide during his downtime in between his 5<sup>th</sup> grade AIR assignment. Whitney moved to approve contingent upon school administrators finding a good grade-level fit during the available time period, not to exceed \$500. 2<sup>nd</sup>, all aye. Proposal approved.
- Melissa Martin - Mrs. Martin requested assistance in purchasing supplies to provide content for art specials during Ms. Arola-Johnson's leave. Whitney moves to provide Mrs. Martin with standard PTO teacher start-up funds in the amount of \$150. 2<sup>nd</sup>, all aye. Motion approved.
- Eblast editing - Bianca would like those who submitted content to receive a rough draft of eblast for content check before sending.

Fundraising

- Vol Don
  - Principal Circle lunches - Invitations distributed, waiting on RSVPs. Whitney and Alison to prepare lunches.
  - Wrap-up / Learnings for next year? - Need student name and classroom on website Vol Don page to assist in distribution of prizes and proper allocation. Do not need contribution level selection.
- Apex planning

- Pep Rally - Working with APEX team to determine content for rally. Will focus more on classroom and grade level activities, not on how to solicit pledges.
- Handout for lanyards – “where will \$\$ go?” Small, bulleted note explaining that APEX is already considered in our budget to maintain existing support of school projects. Will discuss possibilities for any additional funds at January PTO general meeting.
- Process for prizes - APEX will continue to hand out pledge level prizes, but will be placed into bags and given out at the end of the day. This change comes based on feedback the PTO received from parents regarding APEX.
- Cantina Night. Moving ahead as planned. Next meeting will be lunch at Cantina Laredo to look at space and food options.
- Community Business Partner update
  - Higher tier donors banner - To be ordered.
  - Flier listing all CBPs - To be created and sent home in Friday folders in the very near future.
  - How else to promote – special Eblast at some point? – Run the risk of eblast being marked as spam.

#### Upcoming Events

- Trunk or Treat, 10/27 - 9 confirmed trunks. Will need to cleanup ourselves as Dan is unavailable that evening.
- Book Fair - . Lunch signup available on PTO website. Fair held in library once again because old computer lab is now a 6<sup>th</sup> grade classroom.
- Kendra Scott, 11/9 - Every purchase made between 5-8pm will count towards the 20% of sales given back to SSES, even those who are not from SSES count towards our giveback. Sorso wine room is hosting SSES attendees later in the evening.

ADJOURN 11:05am