

Navarro Elementary PTO Meeting | April 25, 2022
6:00p in Elementary Cafeteria

★ **March Recap & Meeting Minute Approval**

- April Minute approval
- April Involvement
 - Spring Picture Volunteers - 3/31
 - FFS Snacks 4/1 (Spring Theme)
 - 1st day School supply orders open
 - Week of the Child (signage and luncheon set-up) - first time PTO assisted
 - Kinder Egg Hunt
 - STAAR Bulletin Boards/Decorating
 - STAAR Bootcamp Prizes - Jessica ordered prizes
 - PTO FREE Movie Night -
 - Not well attended; 2 showings, less than 5 families
 - Next time send home fliers with students

★ **Treasury Update - Staci Baker**

- April Expenses & Income
- Spent on concessions, but will be able to use next time
- Teacher appreciation
- STAAR prizes, bags
- \$19,925 available

★ **Marketing/Communication for PTO - Jennifer Gauna**

- Yearbook Update - Ebonee Wilson
 - Status - currently in production
 - Ordered 10 extra - recent parent inquiries wanting to purchase
 - Owe on cash orders - they will send invoice to PTO
 - ACTION (Stacie) - Watch for Invoice
- Upcoming Communication - Jennifer Guana
 - Field day sign up on table at front, teachers will assign station, wear PTO shirt

★ **PTO Purchase Options & Voting**

- Last meeting options
 - ACTION (Jessica) Parent survey - can provide feedback on top options for how to spend funds
 - Currently doing: ACTION (Jessica/Jennifer - Order) Roar store \$400-\$500 spend, include \$20 for headphones
 - Order Wish list \$10-15k to spend (see list below)
 - Teacher appreciation \$2,000-4,000 (75 teachers and staff) include all in gifts
 - Not all have pierced ears and 3 are males
 - SEE DAILY SCHEDULE NOTES BELOW
 - STARR \$490 for all STAAR gifts and snacks
 - Frog Publications - Math Books (PK - 3rd) - \$2,683.56
 - Sequential Phonics - (1st - 3rd) - \$1,095.54
 - Misc class tools \$11k - can be done as blanket order or each teacher \$100 stipend (make sure they are returning next year)
 - Fence art along Link Rd \$350-650

- Appreciation for Sheriff police traffic

★ Officer Voting - [See Nomination form below](#)

★ May Involvement

- Kinder Round-up 4:45p - 6:30p - PTO table ([Jill slide show](#)) Big TV
- Teacher Appreciation Week (May 2 - 6)
- STAAR Snacks Provided (May 10/11)
- Field Day Volunteers Needed (May 12/13)
- Kinder Water Day (May 19 afternoon) - sprinkler/water slide/popsicles/parent help - last reward party with water stations, help with set up and run station, need
 - [Adrian has carwash - she will test to see if it works](#)
 - [Otherwise, will check rental rates](#)
- Parent Survey from PTO w/ purchase options

★ Teacher Appreciation Week - FIESTA THEME - 75 Teachers/Staff

- BUDGET - \$2,300 in 2021
- Daily Theme (for teacher's lounge) – NEED A LEAD VOLUNTEER FOR EACH DAY
- **Decorating & Prep - Friday, April 29th @ 2:30 p.m.**
 - **Set-Up Volunteers:** [Shalan, Erin, Jennifer and Jill \(after field trip\); Stacie \(after work\)](#)
 - General items needed (for 75): [cups, small plates, napkins, forks, spoons, table coverings, fiesta decorations, plastic frames \(for signs\), 2 or 3 tier stand \(for desserts\), thank you signs, ice, coolers, ice tub and scoop](#)
 - **Monday: Aguas Frescas | Lead: Jennifer**
 - [Drink: Aguas Frescas different flavors](#)
 - [Food: Lemon bars, strawberry dessert \(cake or cupcakes\), cookies](#)
 - [Gift: Lanyards](#)
 - **ACTION:** (Jennifer) [aguas frescas mix, fruits, need sign for gifts that can change daily, order lanyards, order drink vitroleros containers](#)
 - **ACTION:** (Jill) [Lemon bars, strawberry dessert, etc.](#)
 - **Tuesday: Taco Tuesday | Lead: Michelle**
 - [Drink: Coffee - Jessica will see if On the Grind will donate](#)
 - [Food: breakfast tacos \(Taco Cabana\)](#)
 - [Gift: n/a](#)
 - **ACTION:** (Jessica) [pre-order tacos, check on donation/order coffee](#)
 - **ACTION:** (Michelle) [pick up and set up at school](#)
 - **Wednesday: Dia Dulce | Lead: Erin**
 - [Drink: bottled water](#)
 - [Food: Mexican candy bar, Bakery items, fruit](#)
 - [Gift: n/a](#)
 - **ACTION:** (Jennifer) [check Casa Maria in SM to ensure we have traditional items](#)
 - **ACTION:** (Jessica) [pick up bakery items](#)
 - **ACTION:** (Erin) [pick up fruit](#)

- **Thursday: Nacho Average Teacher (Queso bar) | Lead: Erin**
 - Drink: bottled water
 - Food: Queso, chips
 - Gift: n/a
 - **Reminders:** use liners in crock pots, provide ladle/large spoon and LABEL all items
 - **ACTION:** (Jennifer, Jessica, Amanda, Kristen, Asheyy, Joy, Erin) whip up your best queso

- **Friday: Fajita bar/Luncheon (In Library) | Lead: Jessica**
 - Drink: Tea/ bottled water (?)
 - Food: Fajitas ~ (\$1,000) Taco Palenque NB, Las Palapas
 - Dessert: Sopapilla Cheesecake pies
 - Gifts: Earrings, polo shirts
 - **ACTION:** (Jessica) order fajitas
 - **ACTION:** (Jill, Adrian, Ashlea, Stacie, Shalan) make sopapilla desserts
 - **ACTION:** (Jennifer, Jessica) finalize teacher gift orders

- Teacher Appreciation Gift(s)
 - Jamie Elizabeth panther Earrings (\$15/pair or necklace if not pierced) + Lanyard (Monday) + Target Gift Card ** polo shirt for Coach Woods + 2 custodians - need sizes
 - Quote - K Renee Creations - Navarro mom
 - Gifts - Teachers pick up after luncheon Friday
 - Next time — list of local businesses

Next Meeting: Monday, May 23rd at 6:00p - Location TBD somewhere fun ::-)

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NES PTO Officer Responsibilities

President

Presides over meetings of the board and General PTO, coordinates work of all PTO members to ensure duties are being carried out. Serves as liaison between PTO and Administration/Staff. Maintains a visible presence at PTO events, acts in ways that promote the PTO mission and makes all decisions for the benefit of the children and the school community.

Vice President

Assist president and hospitality coordinator. Responsible for school supply order and behind the scene breakfast coordination.

VP of Marketing/Communication

Oversees all communication efforts between PTO and parents. Ensure that PTO online sites are accurate & up to date with relevant information for parents and volunteers. Oversees the community outreach coordinator to ensure all interested volunteers are notified of opportunities.

Secretary

Record the minutes of all meetings, maintain a file of important documents. Liaison for PAWS (Positive Actions With Staff) to connect room parents as well as school and class volunteers.

Treasurer

Collect, deposit and disburse all funds according to the budget. Maintain a current record of income, expenditures & assets. Present a financial report of income and expenses at each meeting, prepare a year-end financial report and file all required tax forms.

Hospitality Coordinator

Oversee all hospitality events responsible for monthly first friday snacks, teacher luncheons, teacher appreciation week, bus driver appreciation, etc.

Community Outreach Coordinator

Lead family & volunteer engagement initiatives within our school and local community. Identifies volunteer opportunities & needs with families in order to include ALL members of our school community.

Yearbook Coordinator

Responsible for execution of the NES annual yearbook. This will include communication with the yearbook vendor, photo collection, design placement, and working with marketing on sales and promotion. Will work with PTO officers and staff liaison to complete the project.

NES PTO Officer Voting for 2022 - 2023

President:

Vice President:

Marketing/Communication Officer:

Secretary:

Treasurer:

Hospitality Coordinator:

Community Outreach Coordinator:

Yearbook Coordinator:

Nominees:

Jennifer Guana (current Marketing)

Staci Springs (current Treasurer)

Jill Wright (current Secretary)

Ebonnee Wilson (current Yearbook)

Jessica Warren (Current President)

Krystan Mohlenhoff

Michelle Cherryholmes

Shalan Judd

Adrian Cooksey

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