



Navarro Elementary | PTO Meeting Notes

August 30th, 2021

6:00 p.m. start; 6:40 p.m. end
Elementary School Cafeteria



- **Welcome to NES PTO**

- Who we are
 - Volunteer organization to support students, teachers and school needs
 - Increase engagement between parents and teachers
 - 99% of group are working parents; we respect your time & embrace your talents
 - NO dues
 - Everyone welcome ~ the more, the merrier!
- 2020-2021 recap
 - Panther Run - assisted with run on campus
 - Easter egg hiding on practice football field
 - STAAR Testing - bulletin board decorating
 - May Field Days - assisted with activity stations on campus
 - Class Parties, events
 - Kinder Reward party
 - FFS (First Friday Snacks) monthly
 - Thurs after school: decorate teacher's lounge
 - Friday morning: parents provide treats/food – drop off at office
 - Food cart taken down to lounge and put out
 - Friday after school: pick up dishes, clean up
- How you can participate
 - Background checks needed - forms provided; turn into front office ASAP.

- **Officer Election**

- **President:** Jessica Warren
- **Vice President:** Tiffany Munk
- **Secretary:** Jill Wright
- **Treasurer:** Staci Baker
- **Marketing/Communication:** Jennifer Guana
- **Yearbook Coordinator:** TBD = Ebonee Watson
 - Looking for someone with an eye for detail to plug in pictures, edit layout;
 - Pictures provided by school photographer and parents at events;
 - Jennifer Guana has experience from 2020-2021 and can support, if needed.
 - Note '20-'21: Jennifer contacted several yearbook companies and contracted quantity of books, price and due dates. Yearbook companies provide the online software for yearbook development. *Suggest using different company.
- **Board Representatives (3):** Available to vote on items with officers; meeting attendance is not required but encouraged.
 - Adrian Cooksey
 - Madison DuBose
 - Bekah Lane
 - Krystan Mohlenhoff
 - Ami Sparks



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- **PTO 2020 - 2021 Treasury Update**

- Recap (**see attached**)
- 2021 - 2022 Goals
 - Double income from 2020 (\$5K -> \$10K)
 - Increase income ~ do more fun things for school
 - Look for additional opportunities for more income
 - Valentine's Day Dance (prior to 2020, most profitable PTO event)
 - Parent's Night Out, other ideas?

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

- Remind APP: Send text to: 81010 Text this message: @fkf98k
- Group Me: New group will be set up for this year (NES PTO 2021-22)
- Facebook Page: <https://www.facebook.com/NavarroElementaryPTO>
- School page: <https://es.nisd.us/o/navarro-elementary/page/pto>
- Email: navarroelementarypto@gmail.com
- Peachjar: <https://app.peachjar.com/flyers/all/schools/200469/>
- ✓ Goal: ability to communicate requests to parents and teachers through all social media avenues.

- **PTO Year-at-a-Glance - See attached calendar**

- Event Volunteers Opportunities and information will go out on a sign-up genius form
- Sign up notifications will have links to *Sign Up Genius*

- **PTO involvement for September**

- **First Friday Snacks**
 - **Decor & Set-up** - Jennifer & Jessica 9/2 at 5:15p
- **Grandparent's Luncheon (9th & 10th)**
 - Look for volunteer sign-up (2 volunteers each day)
 - Photo Booth Prep
- **Picture Day Volunteers** (2 volunteers needed 8a - 12p)
- **PTO Student Assembly Program Options**

- **PTO T-Shirt Pre-Order**

- to wear when working school events with PTO
 - Black shirt with PTO logo
 - Pre-orders taken at meeting, \$20/shirt
 - Available for purchase at 9/27 meeting

- **Next Meeting:** Monday, September 27th at 6:00p - NES Cafeteria

- Discussion & decisions: Fall Festival & Book Fair (10/24)

- ❖ **Attachments:**

- PTO Calendar 2021-2022
- PTO Budget (Expenses & Donations / Income)