

Navarro Elementary | PTO Meeting Minutes

November 29, 2021

★ Member Activity: Jingle Bell assembly

❖ November Recap & Meeting Minute Approval

- October Minute approval
- November Involvement
 - Behind the Scenes Breakfast - good turnout; ~40 people attended
 - Panther Partners Set-up - still openings available; check Sign Up Genius
 - Thanksgiving Teacher Pies - more than enough donated by parents; PTO did not need to cover any costs.
 - Pictures for 3rd grade Gingerbread making - PTO took pictures

❖ Treasury Update - Staci Baker

- Expenses:
 - Behind The Scenes breakfast
 - Safari \$2,200
- Balance: \$6,700

❖ Marketing/Communication for PTO - Jennifer Gauna

- Panther Partners
- Members: no issues with communication

❖ PTO involvement for December

- **FFS** - December 3rd
 - Check sign up lists, Decorations can be left up all month
 - **ACTION ITEM:** Kristen and Ebony will decorate this month
 - **ACTION ITEM:** Tiffany Munk will collect snacks Friday morning, deliver to teachers lounge and Staci Baker will clean up
- **Science STEM Safari** - December 6/7th
 - Location: Elementary gym
 - Event is 2 over days, so each class will be able to attend
 - Contract indicates 3-4 adults needed to help with event (Ms. Wilson)
 - **ACTION ITEM:** Jessica will reach out to Kidz Science Safari to confirm if additional volunteers needed, there are 3 additional volunteers needed per day.
- **Santa Store Volunteers** - December 8-10th
 - **ACTION ITEM:** Need volunteers
 - 3 volunteers needed per shift
 - Look for Sign Up Genius

- **Teacher Holiday Luncheon Desserts - December 14th**
 - Johnny's BBQ Pies OR Seguin Treats Cupcakes
 - Both \$250 - \$275 to feed 75 people
 - Voted = cupcakes
 - 6 dozen, each (2 dz each - choc, red velvet, carrot cake)
 - **ACTION ITEM:** Jessica will order
 - Arrive before 10:40 a.m. (first shift)
 - PTO will provide coffee
- **Jingle Bell Run - December 16**
 - Bell assembly in meeting
 - PTO provides - hot chocolate day of the run
 - Orange slices and bell material were donated
 - Kinder 9:00, 2nd 9:30, 1st 10:00, 3rd 10:30

★ **Upcoming Planning/Misc.**

- **Valentines Day Fundraiser Prep - Friday, February 11th | 6-9 pm @ Big Red Barn**
 - **Location:**
 - Deposit down for Big Red Barn (\$450 total)
 - Space was issue at Community Center and Geronimo Oaks (owner was willing to donate location)
 - **Decorations:**
 - **ACTION ITEM:** Tiffany will check on what we have/ what's needed
 - Decorate day-of 9 a.m. - Noon, must be out by 11 pm
 - **Presale Options:**
 - \$20 Dance ticket, 5x7 photo, light up heart necklace or bowtie
 - \$15 Dance ticket, light up heart necklace or bowtie
 - \$10 whole pizzas * slices sold by the slice at event
 - Previously purchased at Rosies
 - **ACTION ITEM:** [redacted] will call around for additional pizza bids.
 - **ACTION ITEM:** Presale order forms by Jan 11th
 - **Night-Of Purchase Options:**
 - \$8 Dance ticket
 - \$7 light up heart necklace or bowtie
 - \$TBD Pizza by the slice
 - \$TBD Drinks
 - \$TBD Baked goods
 - Parents donate individual baked goods
 - **ACTION ITEM:** Flyer needed by early Feb
 - * Cash and square accepted
 - **Photographer - donated last time**

- **ACTION ITEM:** Kaitlyn M. will ask her contact if available for event
 - **ACTION ITEM:** Need photo forms
 - Photos printed 5x7, sent home via teachers
 - Erin can make backdrop
- **Music/DJ** - talking with Mr. Manny
- **Basket raffle** (Jessica has list from last year)
 - Do not need to be present to win
 - Drawings start at 8 p.m. (draw a few at a time ~every 20 minutes)
 - **ACTION ITEM:** before Jan meeting - need to put together more information/themes about baskets provide to teachers **Jan 11th**
 - 2 weeks turnaround (Jan 10 meeting - send out to parents Jan 11 - due back on Jan 21)
- **Volunteers**
 - Ms. Wilson will send out a Sign-Up Genius to teachers
 - Need door greeters, concessions, Other
- Other notes:
 - Net from last dance \$500-600
 - NO FFS for February since parents are donating baked good for dance

Next Meeting: Monday, January 10th at 6:00p - NES Cafeteria