



PTO Meeting Minutes

Date 5/9/2023 | Time Date @ 7:00 PM | Meeting called to order by Mark Whatley

In Attendance

Mark Whatley, Emily Strout-Garcia, Samantha Linford, Shannon Smith, Keri Gnecco, Christie King, Aimee Holloway, Leah Kletnieks, Gail Brinkhaus, Susan Lawson, Katy McGuire, Ashley Tucker, Megahn Hanely, Kim Fetterman, Ross Fetterman, Brooke _____, Megan Grassi

Approval of Minutes

Mark Whatley moved to approve the April 11th, meeting minutes. Motion seconded by Katy Mc Guire . All voted in favor.

Agenda

1. Opening
2. Reports
3. Old Business
4. New Business
5. Open Discussion
6. Announcements
7. Adjournment

Reports

Principal's Report – Tom Jones led the district in Dreambox lessons completed for the month of April and came in close second for % of students logging into Dreambox 98%. The ongoing dedication to this daily math intervention is going to pay off dividends in greater student proficiency. Wrapped up our 3rd cycle of reading intervention on May 5th. Starting CAASPP this week (May 8th). Open house 5/25 5:30 - 6:30. Strong push to keep kids focused during the last month of school and meeting behavioral expectations. Lots of fun activities coming up this month as well.

Teacher's Report – Thank you to PTO and thank you's from the teachers. Mr. Jones is thankful for PTO for alignment in our goals and give the support they need. Volunteer breakfast on May 31st.

Treasurer's Report – Emily Stout-Garcia

- Statement balances as of 04/30/2023:
 - Checking \$28,646.73
 - Savings \$129,215.62
- Account balances - \$5,415.99 since 03/31/23 statement
 - 18 checks cleared in April totaling \$11,719.21 including:
 - \$5,982.34 for Scholastic Book Fair and Pledge Star
 - \$1,500 deposit for Carnival vendor
 - \$2,518.00 for Skyhawks session 2
 - Various teacher reimbursements and other expenses

Fiscal YTD- Net income summary as of 05/09/2023

Category name	Net income	Total change since last meeting	Percent to budget (GOAL)
Build-a-Buddy	\$428.95	\$428.95	61%
Family <u>dine out</u>	\$2,164.84	+\$216.32	216%

Fiscal YTD- Expenses summary as of 05/09/2023

Category name	Total spent	Total change since last meeting	Percent to budget
General class funds	\$9,183.06	+\$1,146.11	62%
Operating expenses	\$2,168.73	+\$21.50	60%

General class fund reimbursement

- Thank you, teachers, for submitting receipts by 05/25/2023 to be receive reimbursement before the last day of the school year.
- Remaining balances for the 2022-2023 school year can be used until the end of the PTO's fiscal year.
- Reimbursements must be received by August 29, 2023. Any requests received after August 29, 2023 will be reimbursed against the 2023-2024 class budget.

2022-2023 fiscal audit

- Looking for a volunteer group to conduct an audit of the 2022-2023 PTO account financial records.
 - Purpose of the audit is to:
 - Certify accuracy of the books and records.
 - Provide assurance that the PTO's resources are being managed appropriately.
 - Satisfy section 2 article VIII of the PTO bylaws and insurance requirements.
 - Volunteer group will:
 - Receive financial records from treasurer
 - Review a sample of transactions for accuracy and documentation
 - Submit a report of findings (using sample template) to the membership
 - Estimated time to complete: 20 hours
 - Estimated timeframe to complete:
 - As soon as possible after the close of the fiscal year, ideally before December 1, 2023.
- Fiscal year closes 08/31/2023. Suggested number of volunteers: 2-3

PCIC Report – Leah Kletnieks

- Library Summer reading program 6/4 - 8/16 for all ages
- Quest center this Saturday Bubble Bananza @Stockmens park
- Next years focus is on student mental health and attendance
- Homework for elementary is changing - 20 min of reading and 20 min math pages will start to look at middle and high school homework policies.

Old Business

- Spring Carnival Planning: May 12, 5 - 8 PM
- Auction
- Abilities Awareness 4/24 - 4/28: Everything went well. Would prefer at least an hour versus 45 min. Raised \$800 for wheelchairs.
- Build a buddy 4/19: 2 successful sessions. Approx. 60 families. Move it to an in-person for next year. Donate a buddy program or sponsor a buddy for next year.
- Nations Burger Family Night Out 4/26: Jackson earned \$216.32 of the total sales for the night.
- Growth Mindset Assembly Sept 6th, 2023 time TBD TK - 2nd and 3rd - 5th.
- Teacher Appreciation and Staff Hospitality Luncheon: Week very successful event.

New Business

- Spring Carnival update:
 - May 12, 5-8 PM,
 - Ticket booth: 2 ppl - Emily & Ashley, and Megan will need to get set up and trained on the PayPal account.
 - Feature Wall: Kindness Kernels \$1 to write something about someone. Closes 5/10.
- Auction Update: Ends at 10 PM 5/9 raised a total of 14k since September. Can pick up winning online auction items Friday morning 8-9:30 AM or at the carnival from 5-8 PM.
- School dance (Susan Lawson) next year: My VIP and me, bring someone (adult) who influenced them through the year, dress up (kid prom) or winter ball, and back to school dance.
- Garden Area:
 - Bushes are intruding on the bike area which need to be trimmed back. Report to grounds maintenance.
 - Will be open from 5:30 - 6:30 during the carnival. Maybe open during open house.
 - Provide a rough outline for next years budget by the next meeting.
- 5th Grade wants to use the PTO room on May 30 - June 2nd for group stations for Camp Jackson

Open Discussion

- Promote maker space and have it organized similarly to the garden time.
- Open positions:
 - Ice cream sales: Student leadership volunteers + adult volunteers and coordinate shifts.
 - Family night out coordinator calling local restaurants. We promote their restaurant and they donate a % of the sales to Jackson.
 - Yearbook coordinator
 - Vice President vote next month.
- Program for recycling Jackson ave spirit gear?

Announcements

- Calendar of Events
 - 5/12 Spring Carnival
 - 5/17 Spirit Day - Career day
 - 5/25 Open House 5:30
 - 5/29 NO SCHOOL Memorial Day
 - 6/6 PTO Meeting

Adjournment

The meeting was adjourned at 8:28 PM.

Submitted by Megan Grassi