



Navarre PTO Minutes

General Meeting- November 21, 2024 - 3:30pm – Library

Meeting was called to order at 3:32pm by Brigit Mendoza, PTO President

Meeting was attended by the following board members: Brigit Mendoza, Pamela Rodriguez-Pena, Amy Landrey Meskill and Jenna Hamilton. Please see attached sign-in sheet for others in attendance.

- **President's Welcome-**

-Welcome and thank you for attending

- **Principal's Report-**

-Mrs. Whitlark was unable to attend today's meeting, Brigit shared on her behalf. "Thank you to everyone who attended the Fall Family Picnic and Ruby Bridges Walk to School Day, both events were a great success."

- **Approval of Minutes-** last meeting 08/15/24

-Minutes will be approved at the next general meeting

- **Board Member Resignation-** Denise Vallas

- **Financial Report-** Treasurer's Report is attached

Income:

Someburros - \$523
Fry's Rewards - \$502
Sunshine Acres - \$918
Spirit Wear Sales during Picnic - \$894
Fall Book Fair - \$1,280
Fall Ball - \$2,160

Expenses:

Spirit Wear purchased - \$730
Top Golf Down Payment - \$970
Classroom Reimbursements - \$515
School Enhancements - \$3,805
Pro-Rata Share \$1,170
Portion of Science Camp Buses \$2,67

-Mrs. Vohan asked for clarification on grade level reimbursements, you do not need to wait till the end of the school year to submit your receipts. They can be submitted for reimbursement as purchases are made. Make sure to complete the form and have your fellow grade level teachers sign off prior to submission.

- **Fall Ball Review-** We would love your feedback from the evening!

Vendor Booths	385.00
Raffle Tickets	400.00
Tickets	2,100.00
Photo Booth	(300.00)
DJ	(450.00)
Food Truck Donations	110.00
Food/Soda	370.00

Expenses	(455.00)
Total	2,160.00
# of tickets sold	691

-How do we ensure that all children have a chaperone?

-Discussed moving food trucks out to the basketball court/field area

-“Dad security” with flashlights

-Somehow blocking the door in the cafeteria or moving all games out of the cafeteria

-PTO needs help to run a successful costume contest, have a parent enter their child under the category they fit within, must enter by a certain time, grade level prize instead of categories

- **PTO Projects/ School Enhancements-** New Bose sound tower, screen printed canopy and tablecloth for events, SPED toys for playground, replace benches and tables in courtyard

-The Bose speakers can be used by school staff, we will use at movie night, would be good for the Jingle Jog

-Tables/benches will be a multi-year project

- **Upcoming Events-**

- Winter Movie Night- Friday, December 6- FREE EVENT! Gates open at 5:30pm, movie to begin at 6pm. Movie will be ELF! We are collecting boxed cake mix or frosting for raffle ticket.
- Peter Piper for Mrs. Whitlark's Birthday- Thursday, January 30, 2025
- Family Dance- February 7, 2025- Open to all families! We will be forming a committee for this event, please reach out if you are interested in helping us plan.

- **Open Discussion**

-Possible fundraiser idea, sports games, Diamondbacks and Phoenix Suns

- **Next Meeting-** January 23, 2025 at 3:30pm in the library

Meeting adjourned at 3:54pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Jenna Hamilton, Secretary

Navarrete Elementary PTO FY 2024

Treasurer's Report

07/01/2024 - 06/30/2025

As of 11/19/24

Contributions and Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Restaurant Nights	\$706.28	-	\$706.28	\$2,000.00	-\$1,293.72
Crowdfunding					
Squawk Dash	-	-	-	\$20,000.00	-\$20,000.00
Crowdfunding Totals	-	-	-	\$20,000.00	-\$20,000.00
Corporate Giveback Programs					
Fry's Rewards	\$982.64	-	\$982.64	\$2,000.00	-\$1,017.36
Other Corp Giveback Programs	\$921.00	-	\$921.00	\$1,000.00	-\$79.00
Corporate Giveback Programs Totals	\$1,903.64	-	\$1,903.64	\$3,000.00	-\$1,096.36
Contributions and Grants Totals	\$2,609.92	-	\$2,609.92	\$25,000.00	-\$22,390.08
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Book Fair	\$2,895.17	\$1,614.19	\$1,280.98	\$2,800.00	-\$1,519.02
Spirit Apparel/Promo Items	\$6,388.56	\$4,125.84	\$2,262.72	\$2,500.00	-\$237.28
Carnivals/Festivals					
Fall Ball	\$3,357.45	\$1,946.56	\$1,410.89	\$1,500.00	-\$89.11 *
Fall Ball Vendor Booths	\$383.83	-	\$383.83	\$400.00	-\$16.17 *
Carnivals/Festivals Totals	\$3,741.28	-\$1,946.56	\$1,794.72	\$1,900.00	-\$105.28
Social Events					
Tears and Cheers & MTT	-	\$66.35	-\$66.35	-\$200.00	\$133.65 *
Bingo Night	\$770.80	\$813.27	-\$42.47	-\$200.00	\$157.53 *
Donuts with Grownups	-	\$471.14	-\$471.14	-\$700.00	\$228.86 *
Veteran's Day	-	\$29.08	-\$29.08	-\$100.00	\$70.92 *
Family Movie Night	-	\$51.94	-\$51.94	-\$400.00	\$348.06
Winter Dance	-	-	-	\$1,200.00	-\$1,200.00
Family Top Golf Activity	-	\$970.20	-\$970.20	-\$50.00	-\$920.20
KTOS	-	-	-	\$1,500.00	-\$1,500.00
Social Events Totals	\$770.80	-\$2,401.98	-\$1,631.18	\$1,050.00	-\$2,681.18
Fundraising Totals	\$13,795.81	-\$10,088.57	\$3,707.24	\$8,250.00	-\$4,542.76
Management & General/Operating	Income	Expenses	Year to Date	Net Budget	More/-Less
Office Expense					
Front Office Staff Supplies	-	\$70.00	-\$70.00	-\$300.00	\$230.00
PTO Administrative Supplies	-	\$209.90	-\$209.90	-\$500.00	\$290.10
Office Expense Totals	-	-\$279.90	-\$279.90	-\$800.00	\$520.10

Management & General/Operating	Income	Expenses	Year to Date	Net Budget	More/-Less
Merchant Account Fees					
Bank Fees	-	-	-	-\$100.00	\$100.00
Membership Fees	-	\$329.91	-\$329.91	-\$650.00	\$320.09
Merchant Account Fees Totals	-	-\$329.91	-\$329.91	-\$750.00	\$420.09
Management & General/Operating Totals	-	-\$609.81	-\$609.81	-\$1,550.00	\$940.19
Other Program Services	Income	Expenses	Year to Date	Net Budget	More/-Less
Admin/PTO Services					
Staff Appreciation	\$665.28	\$728.34	-\$63.06	-\$5,000.00	\$4,936.94
Health Office	-	-	-	-\$200.00	\$200.00
Principal Discretionary Fund	\$480.52	\$449.65	\$30.87	-\$1,000.00	\$1,030.87
Principal Reward Fund	-	-	-	-\$1,000.00	\$1,000.00
Science Camp Buses (50%)	-	\$2,673.46	-\$2,673.46	-\$1,200.00	-\$1,473.46 *
AR Millionaire Club	-	-	-	-\$500.00	\$500.00
AR Fee (50%)	-	-	-	-\$1,200.00	\$1,200.00
Bereavement/Celebratory/Illness	-	-	-	-\$500.00	\$500.00
Volunteer Appreciation	-	-	-	-\$200.00	\$200.00
2023-2024 Staff Appreciation Expenses (Timing)	-	\$1,732.51	-\$1,732.51	-\$1,735.00	\$2.49 *
Misc Exp	-	\$26.95	-\$26.95	-\$100.00	\$73.05
Admin/PTO Services Totals	\$1,145.80	-\$5,610.91	-\$4,465.11	-\$12,635.00	\$8,169.89
Classroom Enhancements					
Kindergarten	-	\$198.83	-\$198.83	-\$400.00	\$201.17
1st Grade	-	-	-	-\$400.00	\$400.00
2nd Grade	-	-	-	-\$400.00	\$400.00
3rd Grade	-	\$162.50	-\$162.50	-\$400.00	\$237.50
4th Grade	-	\$60.04	-\$60.04	-\$600.00	\$539.96
5th Grade	-	\$60.53	-\$60.53	-\$600.00	\$539.47
6th Grade	-	-	-	-\$600.00	\$600.00
Special Education	-	\$66.99	-\$66.99	-\$400.00	\$333.01
Art Masterpiece	-	\$53.20	-\$53.20	-\$500.00	\$446.80
Speech & Resources	-	\$283.50	-\$283.50	-\$400.00	\$116.50
Councilor	-	-	-	-\$100.00	\$100.00
Classroom Enhancements Totals	-	-\$885.59	-\$885.59	-\$4,800.00	\$3,914.41
Specials Enhancements					
Computer Lab	-	-	-	-\$1,000.00	\$1,000.00
Music	-	\$282.44	-\$282.44	-\$1,000.00	\$717.56
PE Equipment	-	-	-	-\$1,000.00	\$1,000.00
Library/Media Room	-	-	-	-\$500.00	\$500.00
Specials Enhancements Totals	-	-\$282.44	-\$282.44	-\$3,500.00	\$3,217.56

Other Program Services		Income	Expenses	Year to Date	Net Budget	More/-Less
School Enhancements						
Technology Enhancements		-	\$1,391.23	-\$1,391.23	-\$2,500.00	\$1,108.77
Courtyard/Playground Enhancements		-	\$314.18	-\$314.18	-\$10,000.00	\$9,685.82
School General Enhancements		-	\$1,070.02	-\$1,070.02	-\$1,000.00	-\$70.02
School Enhancements Totals		-	-\$2,775.43	-\$2,775.43	-\$13,500.00	\$10,724.57
Other Program Services Totals		\$1,145.80	-\$9,554.37	-\$8,408.57	-\$34,435.00	\$26,026.43
Other Expenses		Income	Expenses	Year to Date	Net Budget	More/-Less
CSB Pro-Rata Share		-	\$1,166.20	-\$1,166.20	-\$1,250.00	\$83.80 *
Other Expenses Totals		-	-\$1,166.20	-\$1,166.20	-\$1,250.00	\$83.80
Grand Totals						
		\$17,551.53	-\$21,418.95	-\$3,867.42	-\$3,985.00	\$117.58

Bank Account Balances	07/01/2024	06/30/2025	Last reconciled	Summary for the Period		
MidFirst Checking	\$45,876.34	\$42,008.92	10/31/2024	Starting Total		\$45,876.34
Cash on Hand	-	-	Never	Income	\$17,551.53	
Totals	\$45,876.34	\$42,008.92		Expenses	-\$21,418.95	-\$3,867.42
Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.				Ending Total		\$42,008.92

Submitted by: Erin Fries Signature: *Erin Fries* Date: 11.19.24

* Line items that are complete.

PTO GENERAL MEETING SIGN-IN SHEET

DATE: 11-21-24

NAME	EMAIL
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