



## Navarrete PTO Minutes

General Meeting- April 17, 2025 - 3:30pm

- ❑ **President's Welcome-** *PTO thanked Pamela Rodriguez-Pena for her years of service as her child is transitioning to middle school next year. Teachers and staff were also thanked for providing classroom updates for events and fundraisers throughout the school year.*
- ❑ **Principal's Report-** *Mrs. Whitlark shared that certified staffing for next year is in place; a 2<sup>nd</sup> grade teacher and two specialized teachers have been hired. They will be working on para staffing next.*
- ❑ **Approval of Minutes-** *last meeting, 1/23/25- A motion was made to approve the minutes from the last PTO meeting on 1/23/25 by Mrs. Whitlark. Ms. Traylor seconded the motion, minutes were approved.*
- ❑ **Vote in PTO Board-** *Review bios- Pam will be removed as a check signer, Jenna will be added A motion was made to approve the PTO board as provided on the attached bios sheet by Mrs. Whitlark. Mrs. Niederer seconded the motion; the new PTO board for the 2025-2026 school year was voted in.*

*Pamela Rodriguez-Pena will be removed as a check signer, and Jenna Hamilton will be added. A credit card will be requested for Amy Landrey Meskill for Staff Appreciation and event purchases.*

- ❑ **Projects-** *5 picnic tables + 1 accessible, Bose sound tower, Navarrete canopy and tablecloth PTO is excited to have our projects completed for this school year, please send any ideas for next year for consideration!*

- ❑ **Squawk Dash Update-**

- *Squawk Dash raised a grand total of \$20,105 (including expenses)*
  - *Moving to Zeffy platform in 2026, keep 100% of donations, no fees!*

*Squawk Dash was an amazing success! Even with the LivingTree platform crashing, and a swift change to Zeffy. We anticipate we saved over \$600 in credit card fees by using Zeffy. Please send ideas for possible obstacles for next year. We also appreciate everyone's support in celebrating all our incentives the first week back from spring break.*

- ❑ **Financial Report-** *There is \$2,995 left in grade level reimbursements, must submit by 5/16/25*

Income since 2/1/25

Fry's Rewards \$460  
Peter Piper Pizza Restaurant Night \$277  
Chipotle Restaurant Night \$197  
Topgolf Tickets Sold \$2,470

Expenses since 2/1/25

Courtyard Tables \$6,910  
Winter Dance Expenses \$1,460  
Classroom/Specials Enhancements \$550  
Topgolf Payment \$1,564

Winter Dance Tickets \$2,440  
Squawk Dash \$ 27,110 (see below)

Spirit Wear Purchase \$490  
Squawk Dash \$7,005 (see below)

Squawk Dash Breakdown:

Sponsorships \$3,500  
Checks/Cash Donations \$970  
Living Tree Donations \$3,825  
Zeffy Donations \$17,760  
Corp Matching Gift. \$1,050

Prizes \$864  
Bounce House \$2,116  
T-Shirts \$3,284  
Class Incentives \$212  
Supplies \$530

*Erin shared the above financials and provided reminders that there still is money for classroom reimbursement. Please have receipts submitted by May 16, 2025, for processing. Also submit any Squawk Dash incentive receipts by that date, each classroom had \$30 to spend on those.*

- ☐ **Someburros on April 23-** all day event, we earn 30% of sales, Gilbert/ Chandler Heights  
*This is our last one for the school year and Someburros is always popular! We are looking at new options for restaurant nights next year: Culver's, Texas Roadhouse, Papa John's.*
- ☐ **Back to School Event-** On Friday, August 8th from 5:30 – 7:30pm! Please sign up and be a “celebrity caller” as the kiddos LOVE to see you!  
*Teachers and staff can the QR code to sign up for Back to School Bingo!*



- ☐ **Open Discussion-**

*-Fall Ball: Mrs. Whitlark discussed the desire to close off the playground and basketball courts for the event. This would need to relocate the DJ to another area, possibly the MPR, and then shift games? It is too dark and difficult to supervise children on the basketball courts. Also discussed having more staff at the event in areas to help control children. Looking at shifting to online ticket sales and trying to go “cashless” for the areas PTO operates.*

*-Mrs. Whitlark also mentioned having more admin/staff at the Family Movie Night, to help supervise. Thanked PTO for our amazing family centered events.*

*-Volunteer Appreciation: Starbucks coffee donation secured by Pamela, we also appreciate being able to invite PTO volunteers to this event.*

*-Clap Out: Mrs. Whitlark mentioned that bubbles are approved, but absolutely no confetti.*

Meeting was adjourned at 3:58pm by PTO President, Brigit Mendoza.

Minutes were recorded by Brigit Mendoza.



## **PTO Bios – 2025**

**\*\*Note: all bios are updated for the next school year\*\***

### **Brigit Mendoza, President**

Hi! My name is Brigit Mendoza, and I am running for my third term as PTO President. I have been a board member for the last five years. I was born and raised in Southern California, but now Arizona has my heart! I'm married to the love of my life, John, and we have two amazing kids- Olivia will be in 6th grade, and Benjamin will be in 1st grade.

I have worked in the field of healthcare since 2003, and my background is in Radiology. I have a Master's in Management degree and I work remotely for Loma Linda University as a Professor and Program Director. We love living in Sun Groves, and the community feeling at Navarrete. I'm so excited to start another year and plan some fun events for this fantastic school!

### **Erin Fries, Treasurer**

My name is Erin Fries and I am running for PTO Treasurer for the seventh year. I am an Arizona native and graduated from NAU in 2002 with a BSBA with an emphasis in Finance. I left the Insurance Industry as a Financial Specialist after 15 years to spend some much-needed time with my kids.

My husband Jeff and I have lived in Sun Groves since 2012. I have three kids; Marlee (Junior at Basha), Avery (Freshman at Basha), and Grayson (5th grade at Navarrete). I am very active with Girl Scouts, Cub Scouts, and Treasurer for the Basha Choir Boosters. I've enjoyed volunteering over the years and being involved in several PTO events. I look forward to being a part of the great Navarrete community again next year.

### **Jenna Hamilton, Secretary**

Hi! My name is Jenna Hamilton. I moved to Arizona in 2005 to attend Arizona State University where I earned Bachelor's degrees in Special Education and Elementary Education with a minor in Family and Human Development. While attending ASU I worked for an organization that provided services and programming for disabled children and their families. I also volunteered for the organization's non-profit and spent several years serving on their Board as Secretary, where I organized fundraisers, community events and an annual 3-day camp for disabled campers and their families.

My husband and I have two children. Henry will be in 4th grade and James will be in 2nd grade. This is my third year on the PTO board and I am looking forward to helping create an inclusive community for all Nighthawks and their families.



## **PTO Bios - 2025**

### **Amy Landrey Meskill**

Hi there! My name is Amy Landrey Meskill, and this is my third year serving on the PTO board. I am married to my high school sweetheart, Jade, and we have five amazing kids- Jade is an NAU graduate, Ridley is a NAU sophomore, two at Casteel: Landrey in 10th grade and Dixon in 7th grade, and one at Navarrete: Easley in 5th grade. All of my children have attended Navarrete...it's just that wonderful!

I am an Arizona native, educated in Chandler schools and graduated from Chandler High School. I have my BS in Education from Northern Arizona University and my Masters Degree in Bilingual Education. I taught first grade for 14 years here in the Chandler School District before deciding to spend some time at home. I've enjoyed my time volunteering here at Navarrete as my children have grown and I've loved serving as the Art Masterpiece coordinator here for the last nine years. I am looking forward to helping out and continuing to make Navarrete a warm, welcoming, supportive place for our students, staff, and school community.

### **NEW BOARD MEMBERS:**

### **Paula Walling**

Hi Navarrete community! My name is Paula Walling and I am looking forward to serving as a PTO board member for the upcoming school year. I was born and raised in a small town outside of Toledo, Ohio. I have my bachelor's degree from Eastern Michigan University in public relations and marketing, and my master's degree in higher and postsecondary education from Arizona State University. I had a 10-year career in public relations, marketing, and event planning before I decided to make a career switch to technical writing and editing, which I've been doing for the last 13 years.

My husband and I have one son (Hayden) who will be starting first grade in the 2025-2026 school year. We have also previously hosted an exchange student from Italy who is like a second son to us. We are Sun Groves residents and love living so close to the school. In the past year I've enjoyed volunteering in my son's classroom and participating in the Art Masterpiece program. I hope by serving on the board I can give more of my time and energy to the students, faculty, staff, and community to show my love and support for Navarrete Elementary.

# Navarrete Elementary PTO FY 2024

## Treasurer's Report

07/01/2024 - 06/30/2025

As of 04/16/2025

Contributions and Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Restaurant Nights	\$1,422.84	-	\$1,422.84	\$2,000.00	-\$577.16
<b>Crowdfunding</b>					
Squawk Dash	\$27,109.48	\$7,004.92	\$20,104.56	\$20,000.00	\$104.56
<b>Crowdfunding Totals</b>	<b>\$27,109.48</b>	<b>-\$7,004.92</b>	<b>\$20,104.56</b>	<b>\$20,000.00</b>	<b>\$104.56</b>
<b>Corporate Giveback Programs</b>					
Fry's Rewards	\$1,905.26	-	\$1,905.26	\$2,000.00	-\$94.74
Other Corp Giveback Programs	\$994.00	-	\$994.00	\$1,000.00	-\$6.00
<b>Corporate Giveback Programs Totals</b>	<b>\$2,899.26</b>	<b>-</b>	<b>\$2,899.26</b>	<b>\$3,000.00</b>	<b>-\$100.74</b>
<b>Contributions and Grants Totals</b>	<b>\$31,431.58</b>	<b>-\$7,004.92</b>	<b>\$24,426.66</b>	<b>\$25,000.00</b>	<b>-\$573.34</b>
<b>Fundraising</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
Book Fair	\$2,895.17	\$1,614.19	\$1,280.98	\$2,800.00	-\$1,519.02
Spirit Apparel/Promo Items	\$6,437.56	\$4,699.65	\$1,737.91	\$2,500.00	-\$762.09
<b>Carnivals/Festivals</b>					
Fall Ball	\$3,426.83	\$1,946.56	\$1,480.27	\$1,500.00	-\$19.73
Fall Ball Vendor Booths	\$383.83	-	\$383.83	\$400.00	-\$16.17
<b>Carnivals/Festivals Totals</b>	<b>\$3,810.66</b>	<b>-\$1,946.56</b>	<b>\$1,864.10</b>	<b>\$1,900.00</b>	<b>-\$35.90</b>
<b>Social Events</b>					
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	-	\$70.89	-\$70.89	-\$100.00	\$29.11
Family Movie Night	-	\$492.01	-\$492.01	-\$400.00	-\$92.01
Winter Dance	\$2,440.00	\$1,458.54	\$981.46	\$1,200.00	-\$218.54
Family Top Golf Activity	\$2,535.00	\$2,534.22	\$0.78	-\$50.00	\$50.78
KTOS	-	-	-	\$1,500.00	-\$1,500.00
<b>Social Events Totals</b>	<b>\$5,745.80</b>	<b>-\$5,906.42</b>	<b>-\$160.62</b>	<b>\$1,050.00</b>	<b>-\$1,210.62</b>
<b>Fundraising Totals</b>	<b>\$18,889.19</b>	<b>-\$14,166.82</b>	<b>\$4,722.37</b>	<b>\$8,250.00</b>	<b>-\$3,527.63</b>
<b>Management &amp; General/Operating</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>
<b>Office Expense</b>					
Front Office Staff Supplies	-	\$70.00	-\$70.00	-\$300.00	\$230.00
PTO Administrative Supplies	-	\$391.90	-\$391.90	-\$500.00	\$108.10
<b>Office Expense Totals</b>	<b>-</b>	<b>-\$461.90</b>	<b>-\$461.90</b>	<b>-\$800.00</b>	<b>\$338.10</b>
<b>Merchant Account Fees</b>					
Bank Fees	-	-	-	-\$100.00	\$100.00
Membership Fees	-	\$329.91	-\$329.91	-\$650.00	\$320.09
<b>Merchant Account Fees Totals</b>	<b>-</b>	<b>-\$329.91</b>	<b>-\$329.91</b>	<b>-\$750.00</b>	<b>\$420.09</b>
<b>Management &amp; General/Operating Totals</b>	<b>-</b>	<b>-\$791.81</b>	<b>-\$791.81</b>	<b>-\$1,550.00</b>	<b>\$758.19</b>
<b>Other Program Services</b>	<b>Income</b>	<b>Expenses</b>	<b>Year to Date</b>	<b>Net Budget</b>	<b>More/-Less</b>



Other Program Services	Income	Expenses	Year to Date	Net Budget	More/-Less
<b>Admin/PTO Services</b>					
Staff Appreciation	\$750.28	\$2,356.85	-\$1,606.57	-\$5,000.00	\$3,393.43
Health Office	-	-	-	-\$200.00	\$200.00
Principal Discretionary Fund	\$784.07	\$948.48	-\$164.41	-\$1,000.00	\$835.59
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	-	\$31.99	-\$31.99	-\$500.00	\$468.01
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	\$105.64	\$362.59	-\$256.95	-\$100.00	-\$156.95
<b>Admin/PTO Services Totals</b>	<b>\$1,639.99</b>	<b>-\$8,105.88</b>	<b>-\$6,465.89</b>	<b>-\$12,635.00</b>	<b>\$6,169.11</b>
<b>Classroom Enhancements</b>					
Kindergarten	-	\$398.83	-\$398.83	-\$400.00	\$1.17
1st Grade	-	\$156.15	-\$156.15	-\$400.00	\$243.85
2nd Grade	-	\$117.99	-\$117.99	-\$400.00	\$282.01
3rd Grade	-	\$212.49	-\$212.49	-\$400.00	\$187.51
4th Grade	-	\$154.30	-\$154.30	-\$600.00	\$445.70
5th Grade	-	\$60.53	-\$60.53	-\$600.00	\$539.47
6th Grade	-	\$340.92	-\$340.92	-\$600.00	\$259.08
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
<b>Classroom Enhancements Totals</b>	<b>-</b>	<b>-\$1,844.90</b>	<b>-\$1,844.90</b>	<b>-\$4,800.00</b>	<b>\$2,955.10</b>
<b>Specials Enhancements</b>					
Computer Lab	-	\$322.00	-\$322.00	-\$1,000.00	\$678.00
Music	-	\$418.68	-\$418.68	-\$1,000.00	\$581.32
PE Equipment	-	-	-	-\$1,000.00	\$1,000.00
Library/Media Room	-	\$184.70	-\$184.70	-\$500.00	\$315.30
<b>Specials Enhancements Totals</b>	<b>-</b>	<b>-\$925.38</b>	<b>-\$925.38</b>	<b>-\$3,500.00</b>	<b>\$2,574.62</b>
<b>School Enhancements</b>					
Technology Enhancements	-	\$1,391.23	-\$1,391.23	-\$2,500.00	\$1,108.77
Courtyard/Playground Enhancements	-	\$10,097.27	-\$10,097.27	-\$10,000.00	-\$97.27
School General Enhancements	-	\$1,070.02	-\$1,070.02	-\$1,000.00	-\$70.02
<b>School Enhancements Totals</b>	<b>-</b>	<b>-\$12,558.52</b>	<b>-\$12,558.52</b>	<b>-\$13,500.00</b>	<b>\$941.48</b>
<b>Other Program Services Totals</b>	<b>\$1,639.99</b>	<b>-\$23,434.68</b>	<b>-\$21,794.69</b>	<b>-\$34,435.00</b>	<b>\$12,640.31</b>
<b>Other Expenses</b>					
CSB Pro-Rata Share	-	\$1,166.20	-\$1,166.20	-\$1,250.00	\$83.80
<b>Other Expenses Totals</b>	<b>-</b>	<b>-\$1,166.20</b>	<b>-\$1,166.20</b>	<b>-\$1,250.00</b>	<b>\$83.80</b>
<b>Grand Totals</b>	<b>\$51,960.76</b>	<b>-\$46,564.43</b>	<b>\$5,396.33</b>	<b>-\$3,985.00</b>	<b>\$9,381.33</b>

Bank Account Balances	07/01/2024	06/30/2025	Last reconciled	Summary for the Period		
MidFirst Checking	\$45,876.34	\$51,272.67	03/31/2025	Starting Total		\$45,876.34
Cash on Hand	-	-	Never	Income	\$51,960.76	
<b>Totals</b>	<b>\$45,876.34</b>	<b>\$51,272.67</b>		Expenses	-\$46,564.43	\$5,396.33
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total		\$51,272.67

Submitted by:

Name:

Erin Fries

Signature:

*Erin Fries*

Date:

4/17/25

## PTO GENERAL MEETING SIGN-IN SHEET

DATE: 4-17-25

NAME	EMAIL
Anna Montgomery	montgomery.anna@cUSD80.com
Michele Coakley	
Brigit Mendoza	brigit loves johnny @ gmail
Heather Niederer	niederer.heather@cUSD80.com
Stacey Traylor	traylor.stacey@cUSD80.com
Erin Fries	crispe-45@yahoo.com
Paula Walling	paulamiller318@gmail.com
Pamela Rodriguez-Peña	prodpena@gmail.com