



Navarre PTO Minutes

General Meeting- August 15, 2024 – 3:30pm- Library

Meeting was called to order at 3:33pm by Brigit Mendoza, PTO President

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

☐ **President's Welcome-**

-Welcome and thank you for attending our first board meeting of the school year!

☐ **Principal's Report-**

-Vanessa Whitlark was unable to attend the meeting due to a scheduling conflict.

☐ **Approval of Minutes-** *last meeting: 04/18/24*

-Minutes were reviewed, Brigit Mendoza asked for a motion, Heather Niederer motioned to approve the minutes, Stacey Traylor seconded the motion, minutes were approved.

☐ **PTO Updates-**

- o *Bingo night recap/ spirit wear success*

-Thank you to our "Celebrity Callers" for making the night so much fun! Our spirit wear order has been placed, it was a great success, and shirts should be arriving in a few weeks.

☐ **Restaurant Events-**

- o *Someburros (Gilbert and Chandler Heights) on Thursday, August 22nd— ALL DAY! We will receive 30% back- please mention Navarre Elementary when you order.*

-This is a big fundraiser for PTO, and we are excited to kick off the year with our restaurant events! Reminder that Someburros will be open all day for this fundraiser (breakfast/lunch/dinner).

☐ **School Improvements Update-**

- o *Projects for 24-25: New tables and benches (multi-year project), Bose sound tower, Nighthawks canopy (EZUP) and tablecloth (screen printed with logo)*

-Projects were received with great enthusiasm, Heather Niederer expressed that the portable sound box she currently uses is needing replacement, so the Bose sound tower will be perfect.

☐ **Financial Report-**

- o *Received: Fry's Rewards \$479.88; Jeremiah's from Meet the Teacher night \$143.00; Advanced Custom Renovations (magnet Sponsor) \$400.00*
- o *Review budget, remind teachers of \$200 classroom funds, vote to approve 2024-2025 budget*

-There is not a Treasurer's Report yet, as we need to officially vote in the 2024-2025 budget. Our spirit wear fundraiser was fantastic, we received the cheapest pricing for all designs. If we have interest, we can open up another presale, but only offer the most popular logo.

-Bingo event will likely cost us a bit more than anticipated since we had about 65 people register, but not show up to the event. We had extra pizza, purchased more prizes, and did not sell daubers this year. This is one of our free events for the community, so we are not too concerned about it not breaking even.

-Speech team has \$100 each, total of 4 people. SPED classrooms have \$200 each.

-A reminder that teachers have a \$200 classroom incentive, please use it and submit reimbursement prior to May 2025. Reimbursement form update: if the purchase is for all grade levels, each teacher needs to sign the new form. Also please remember to have Vanessa Whitlark sign your form before placing it into the PTO mailbox for reimbursement.

-Due to credit card processing delays, the budget this year has a line item of \$1735 from May 2024 for Staff Appreciation Week gift cards. We will be purchasing those earlier moving forward to ensure the amount comes out of the correct fiscal year.

-The 2024-2025 budget was reviewed, Brigit Mendoza asked for a motion, Stacey Traylor motioned to approve the minutes, Heather Niederer seconded the motion, budget was approved

☐ **Donuts with Grownups-**

- o *Thursday, September 19th at 7:45am in the courtyard. This event replaces Donuts with Dad/ Muffins with Mom.*
- o *All students will be able to have a donut, regardless of if they have a parent/guardian attending. Staff sign up to help serve has been emailed!*

-We are so thankful for Navarrete staff support at this event! Thank you to those who have already signed up! [Staff Donut Signup Link](#)

☐ **Fall Ball & Vendor Fair-**

- o *Friday, October 18th from 6-8pm in the Navarrete Courtyard.*
- o *Staff, the kids love to see you at this event! We will have volunteer opportunities (ticket sales) and will be looking for judges for costume contest =]*
- o *We will also have parent volunteer spots open for extra help from our Navarrete community!*

-Heather Niederer discussed that there are junior high or high school aged children associated with Navarrete Elementary that would like to sign up to volunteer. PTO will send out the sign up for volunteer slots to staff first. PTO also prefers when volunteers can commit to the whole event, typically a two-hour shift. It was also discussed that we should offer signup to the Basha helpers that come for Lil Explorers. Brigit Mendoza will work with Christie DeCarlo on this.

☐ **Open Discussion-**

Veteran's Day Breakfast: Heather Niederer brought up a question about the timing of the breakfast. We need to figure out a good time that allows Veterans to stay and mingle in the MPR at breakfast, and then get to the courtyard for the assembly. Possibly starting breakfast at 8:45am, after announcements and students getting to their classes. We also discussed needing to streamline how students are released to meet their Veterans for breakfast. Look into sharing the Google form results to see which students are anticipated to have a Veteran in attendance. Also discussed having

Vanessa Whitlark make an announcement to remind kids to head to the MPR to join their Veterans. Could also use the PA system to have a loud announcement in MPR to ask Veterans to head out to courtyard.

Parent Square: Stacey Traylor shared that she is on the technology committee and is gathering feedback for Parent Square. A few topics that were discussed:

- Signups for conferences do not send a reminder message to parents once you sign up, miss that function from Sign Up Genius that sent you an email about the time you signed up for, and a reminder prior to the event. Signups also send out a message listing names of who has signed up, not sure if it is automated or if teachers initiate it.

- Difficulty in managing multiple kids across different schools, when you are just scrolling looking for messages. Erin Fries also shared that when you are looking to communicate with a staff member, if your child is not assigned in their class, you are not able to find them (ie. choir). When staff member's email addresses were provided on the school webpage, that was much easier to use.

- Heather Niederer also expressed the same concern, that she is unable to email all of 5th grade about the Diamondbacks singing event, she can only email her students from band/ not those in general music.

- Stacey Traylor also expressed that teachers are struggling to keep up with their Google email accounts, and also making sure to check Parent Square, as parents can reach out on both platforms.

Meeting adjourned at 4:06pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Brigit Mendoza, PTO President

Navarrete Elementary PTO FY 2024

Budget Report

| | | | |
|--------------------------------------------------------------------|------------------------|--------------------------|--------------------|
| Funds available at beginning of financial year (07/01/2024) | | | \$45,876.34 |
| Contributions and Grants | Budgeted Income | Budgeted Expenses | Budget Net |
| Restaurant Nights | \$2,000.00 | - | \$2,000.00 |
| Crowdfunding | | | |
| Squawk Dash | \$27,000.00 | -\$7,000.00 | \$20,000.00 |
| Crowdfunding Totals | \$27,000.00 | -\$7,000.00 | \$20,000.00 |
| Corporate Giveback Programs | | | |
| Fry's Rewards | \$2,000.00 | - | \$2,000.00 |
| Other Corp Giveback Programs | \$1,000.00 | - | \$1,000.00 |
| Corporate Giveback Programs Totals | \$3,000.00 | - | \$3,000.00 |
| Contributions and Grants Totals | \$32,000.00 | -\$7,000.00 | \$25,000.00 |
| Fundraising | Budgeted Income | Budgeted Expenses | Budget Net |
| Book Fair | \$2,800.00 | - | \$2,800.00 |
| Spirit Apparel/Promo Items | \$5,500.00 | -\$3,000.00 | \$2,500.00 |
| Carnivals/Festivals | | | |
| Fall Ball | \$3,000.00 | -\$1,500.00 | \$1,500.00 |
| Fall Ball Vendor Booths | \$400.00 | - | \$400.00 |
| Carnivals/Festivals Totals | \$3,400.00 | -\$1,500.00 | \$1,900.00 |
| Social Events | | | |
| Tears and Cheers & MTT | - | -\$200.00 | -\$200.00 |
| Bingo Night | \$800.00 | -\$1,000.00 | -\$200.00 |
| Donuts with Grownups | - | -\$700.00 | -\$700.00 |
| Veteran's Day | - | -\$100.00 | -\$100.00 |
| Family Movie Night | - | -\$400.00 | -\$400.00 |
| Winter Dance | \$2,800.00 | -\$1,600.00 | \$1,200.00 |
| Family Top Golf Activity | \$3,000.00 | -\$3,050.00 | -\$50.00 |
| KTOS | \$1,500.00 | - | \$1,500.00 |
| Social Events Totals | \$8,100.00 | -\$7,050.00 | \$1,050.00 |
| Fundraising Totals | \$19,800.00 | -\$11,550.00 | \$8,250.00 |
| Management & General/Operating | Budgeted Income | Budgeted Expenses | Budget Net |
| Office Expense | | | |
| Front Office Staff Supplies | - | -\$300.00 | -\$300.00 |
| PTO Administrative Supplies | - | -\$500.00 | -\$500.00 |
| Office Expense Totals | - | -\$800.00 | -\$800.00 |

| Management & General/Operating | Budgeted Income | Budgeted Expenses | Budget Net |
|--------------------------------------------------|-----------------|---------------------|---------------------|
| Merchant Account Fees | | | |
| Bank Fees | - | -\$100.00 | -\$100.00 |
| Membership Fees | - | -\$650.00 | -\$650.00 |
| Merchant Account Fees Totals | - | -\$750.00 | -\$750.00 |
| Management & General/Operating Totals | - | -\$1,550.00 | -\$1,550.00 |
| Other Program Services | Budgeted Income | Budgeted Expenses | Budget Net |
| Admin/PTO Services | | | |
| Staff Appreciation | - | -\$5,000.00 | -\$5,000.00 |
| Health Office | - | -\$200.00 | -\$200.00 |
| Principal Discretionary Fund | - | -\$1,000.00 | -\$1,000.00 |
| Principal Reward Fund | - | -\$1,000.00 | -\$1,000.00 |
| Science Camp Buses (50%) | - | -\$1,200.00 | -\$1,200.00 |
| 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) | - | -\$1,735.00 | -\$1,735.00 |
| Misc Exp | - | -\$100.00 | -\$100.00 |
| Admin/PTO Services Totals | - | -\$12,635.00 | -\$12,635.00 |
| Classroom Enhancements | | | |
| Kindergarten | - | -\$400.00 | -\$400.00 |
| 1st Grade | - | -\$400.00 | -\$400.00 |
| 2nd Grade | - | -\$400.00 | -\$400.00 |
| 3rd Grade | - | -\$400.00 | -\$400.00 |
| 4th Grade | - | -\$600.00 | -\$600.00 |
| 5th Grade | - | -\$600.00 | -\$600.00 |
| 6th Grade | - | -\$600.00 | -\$600.00 |
| Special Education | - | -\$400.00 | -\$400.00 |
| Art Masterpiece | - | -\$500.00 | -\$500.00 |
| Speech & Resources | - | -\$400.00 | -\$400.00 |
| Councilor | - | -\$100.00 | -\$100.00 |
| Classroom Enhancements Totals | - | -\$4,800.00 | -\$4,800.00 |
| Specials Enhancements | | | |
| Computer Lab | - | -\$1,000.00 | -\$1,000.00 |
| Music | - | -\$1,000.00 | -\$1,000.00 |
| PE Equipment | - | -\$1,000.00 | -\$1,000.00 |
| Library/Media Room | - | -\$500.00 | -\$500.00 |
| Specials Enhancements Totals | - | -\$3,500.00 | -\$3,500.00 |

| Other Program Services | Budgeted Income | Budgeted Expenses | Budget Net |
|--------------------------------------------|--------------------|---------------------|---------------------|
| School Enhancements | | | |
| Technology Enhancements | - | -\$2,500.00 | -\$2,500.00 |
| Courtyard/Playground Enhancements | - | -\$10,000.00 | -\$10,000.00 |
| School General Enhancements | - | -\$1,000.00 | -\$1,000.00 |
| School Enhancements Totals | - | -\$13,500.00 | -\$13,500.00 |
| Other Program Services Totals | - | -\$34,435.00 | -\$34,435.00 |
| Other Expenses | | | |
| CSB Pro-Rata Share | - | -\$1,250.00 | -\$1,250.00 |
| Other Expenses Totals | - | -\$1,250.00 | -\$1,250.00 |
| Grand Totals | | | |
| | \$51,800.00 | -\$55,785.00 | -\$3,985.00 |
| Projected bank balance if on budget | | | \$41,891.34 |

PTO GENERAL MEETING SIGN-IN SHEET

DATE: 8/15/2024

| NAME | EMAIL |
|-------------------------|-------------------------------|
| Brigit mendoza | brigit loves Johnny@gmail.com |
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