



**Navarrete PTO Meeting Minutes**  
General Meeting  
August 17, 2023 - 3:30pm- Library

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

Meeting was attended by the following board members: Brigit Mendoza, Jenna Hamilton, Pamela Rodriguez-Pena, Jenna Hamilton, Sarah Johnson, Julie McCullough, Amy Landrey Meskill, and Lindsay Murdock. Nine others were in attendance; please see attached sign-in sheet.

- **President's Welcome-**

*-Introduce new board, Bingo Night recap, S48 spirit shirts update, Staff favorites/ website update*

The new board was introduced. We think Bingo Night was a success and we appreciate the support from staff for the event. S48 shirts have been ordered and should ship in 7-10 days. Shirts will be distributed to classrooms when they arrive. The PTO website has been updated and redesigned. New staff favorites pages have been added, with names individually listed.

- **Principal's Report-**

Navarrete will be celebrating our 20th anniversary on January 20th. There will be a planning meeting after Labor Day to go over more details. Mrs. Whitlark discussed a school-wide photo.

Mrs. Whitlark mentioned that the Dual Language Immersion program will be starting at Navarrete next year in Kindergarten classrooms, then moving on to the next grade level each year after that.

- **Restaurant Nights-**

*-Backyard Taco (Gilbert Rd. close to Germann) on Thursday, August 24<sup>th</sup>! Fundraiser runs from open to close (11am – 9pm), please mention Navarrete Elementary when you order.*

Backyard Taco has asked that customers enter the school name in the notes on online orders, as well as going into the building to pick up instead of using the drive-thru. Reminders will be posted on social media and flyers have been printed and distributed to classroom teachers.

- **School Improvement Update-**

*-Purchased photo backdrop banner, Navarrete pencils for Meet the Teacher*

*-Focusing on playground enhancements (volleyball net, wall ball, etc)*

PTO is looking into some of the ideas presented, including more playground updates and rehabbing the basketball court.

- **Staff Lounge Refresh-**

*-PTO is leading this project, if you have ideas of what you would like in the lounge, please email us.*

The lounge refresh is being done in phases and is in the planning and ordering stages.

- **Financial Report-**

-Received: \$25 from Skateland Fundraiser, \$160 from Jeremiah's from MTT, \$494 from Fry's Rewards

-Bingo Event cost \$35 to run

-Review budget, remind teachers of \$200 classroom funds, vote to approve 2023-2024 budget

Most values stayed the same this year. PTO will be encouraging more Fry's rewards sign-ups. Motion to approve budget by Mrs. Carpenter. Mrs. Whitlark seconds the motion. Budget is approved. Please see attached budget for more information.

- **Donuts with Grownups-**

-Thursday, September 28<sup>th</sup> at 8:05am in the courtyard. New event that replaces Donuts with Dad/ Muffins with Mom. All students will be able to have a donut, regardless of if they have a parent/guardian attending. PTO will have a photo backdrop also for fun pictures!

There will be enough donuts for all students! Flyers, social media invitations, and updates to come. Thank you for sharing PTO events with your classrooms.

- **Fall Ball & Vendor Fair-**

-Friday, October 20<sup>th</sup> from 6-8pm in the Navarrete Courtyard.

-Staff- please sign up for volunteer opportunities, the kids love to see you at this event =]

-Will be looking for judges for costume contest, if you are interested, please email us.

-We will also have volunteer spots open for extra help from our Navarrete community!

- **Open Discussion-**

*Kudos for Bingo Night! Thank you!*

*Veteran's Day Event*

*PTO can still arrange the pot-luck breakfast. Breakfast will start at 9am, with the ceremony starting at 9:30am. Discussed allowing kids to come to breakfast with their veteran guests. More regulation needed to make sure kids are there with the adults they invited, and not just all students attending.*

*Mrs. Alger is arranging for a motorcycle drive for this event with Arizona Patriot Guard.*

*American Heart Association Fundraiser*

*Mrs. King met with the American Heart Association. There will be a kick-off assembly on October 20<sup>th</sup>. This fundraiser focuses on heart health and will raise money for the American Heart Association for two weeks. The goal is \$1000. Student Council will be running this fundraiser.*

*Book fair will be starting on October 20<sup>th</sup> and will run through October 27<sup>th</sup> in the library.*

Meeting adjourned at 3:53pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Lindsay Murdock, PTO Secretary

**Navarrete Elementary PTO FY 2023  
Budget Report**

<b>Funds available at beginning of financial year (07/01/2023)</b>			<b>\$40,361.24</b>
<b>Contributions and Grants</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Restaurant Nights	\$2,000.00	-	\$2,000.00
<b>Crowdfunding</b>			
Squawk Dash	\$30,000.00	-\$6,000.00	\$24,000.00
<b>Crowdfunding Totals</b>	<b>\$30,000.00</b>	<b>-\$6,000.00</b>	<b>\$24,000.00</b>
<b>Corporate Giveback Programs</b>			
Fry's Rewards	\$2,000.00	-	\$2,000.00
AFW Rewards	\$200.00	-	\$200.00
Other Corp Giveback Programs	\$400.00	-	\$400.00
<b>Corporate Giveback Programs Totals</b>	<b>\$2,600.00</b>	<b>-</b>	<b>\$2,600.00</b>
<b>Contributions and Grants Totals</b>	<b>\$34,600.00</b>	<b>-\$6,000.00</b>	<b>\$28,600.00</b>
<b>Fundraising</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Book Fair	-	-\$2,800.00	-\$2,800.00
Spirit Apparel/Promo Items	\$4,500.00	-\$3,000.00	\$1,500.00
<b>Carnivals/Festivals</b>			
Fall Ball	\$3,000.00	-\$1,000.00	\$2,000.00
Fall Ball Vendor Booths	\$500.00	-\$100.00	\$400.00
<b>Carnivals/Festivals Totals</b>	<b>\$3,500.00</b>	<b>-\$1,100.00</b>	<b>\$2,400.00</b>
<b>Social Events</b>			
Tears and Cheers & MTT	-	-\$200.00	-\$200.00
Bingo Night	\$1,000.00	-\$1,000.00	-
Donuts with Grownups	-	-\$750.00	-\$750.00
Veteran's Day	-	-\$100.00	-\$100.00
Family Movie Night	-	-\$750.00	-\$750.00
Winter Dance	\$2,800.00	-\$1,600.00	\$1,200.00
Family Picnic	-	-\$100.00	-\$100.00
Family Top Golf Activity	\$4,000.00	-\$4,000.00	-
<b>Social Events Totals</b>	<b>\$7,800.00</b>	<b>-\$8,500.00</b>	<b>-\$700.00</b>
<b>Fundraising Totals</b>	<b>\$15,800.00</b>	<b>-\$15,400.00</b>	<b>\$400.00</b>
<b>Management &amp; General/Operating</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
<b>Office Expense</b>			
Front Office Staff Supplies	-	-\$300.00	-\$300.00
PTO Administrative Supplies	-	-\$500.00	-\$500.00
<b>Office Expense Totals</b>	<b>-</b>	<b>-\$800.00</b>	<b>-\$800.00</b>

<b>Management &amp; General/Operating</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
<b>Merchant Account Fees</b>			
Bank Fees	-	-\$100.00	-\$100.00
Membership Fees	-	-\$550.00	-\$550.00
<b>Merchant Account Fees Totals</b>	-	<b>-\$650.00</b>	<b>-\$650.00</b>
<b>Management &amp; General/Operating Totals</b>	-	<b>-\$1,450.00</b>	<b>-\$1,450.00</b>
<b>Other Program Services</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
<b>Admin/PTO Services</b>			
Staff Appreciation	-	-\$5,000.00	-\$5,000.00
Library Birthday Book Club	-	-\$2,000.00	-\$2,000.00
Health Office	-	-\$200.00	-\$200.00
Principal Discretionary Fund	-	-\$800.00	-\$800.00
Principal Reward Fund	-	-\$1,600.00	-\$1,600.00
Science Camp Buses	-	-\$3,000.00	-\$3,000.00
AR Millionaire Club	-	-\$200.00	-\$200.00
AR Fee	-	-\$1,500.00	-\$1,500.00
Bereavement/Celebratory/Illness	-	-\$500.00	-\$500.00
Volunteer Appreciation	-	-\$200.00	-\$200.00
Band Shirts	-	-	-
Misc Exp	-	-\$100.00	-\$100.00
<b>Admin/PTO Services Totals</b>	-	<b>-\$15,100.00</b>	<b>-\$15,100.00</b>
<b>Classroom Enhancements</b>			
Kindergarten	-	-\$400.00	-\$400.00
1st Grade	-	-\$400.00	-\$400.00
2nd Grade	-	-\$400.00	-\$400.00
3rd Grade	-	-\$600.00	-\$600.00
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
Math Specialist	-	-\$100.00	-\$100.00
<b>Classroom Enhancements Totals</b>	-	<b>-\$5,000.00</b>	<b>-\$5,000.00</b>
<b>Specials Enhancements</b>			
Computer Lab	-	-\$1,000.00	-\$1,000.00
Music	-	-\$1,000.00	-\$1,000.00
PE Equipment	-	-\$1,000.00	-\$1,000.00
<b>Specials Enhancements Totals</b>	-	<b>-\$3,000.00</b>	<b>-\$3,000.00</b>

<b>Other Program Services</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
<b>School Enhancements</b>			
Technology Enhancements	-	-\$1,000.00	-\$1,000.00
Courtyard/Playground Enhancements	-	-\$7,000.00	-\$7,000.00
School General Enhancements	-	-\$3,000.00	-\$3,000.00
<b>School Enhancements Totals</b>	-	<b>-\$11,000.00</b>	<b>-\$11,000.00</b>
<b>Other Program Services Totals</b>	-	<b>-\$34,100.00</b>	<b>-\$34,100.00</b>
<b>Other Expenses</b>			
CSB Pro-Rata Share	-	-\$1,250.00	-\$1,250.00
<b>Other Expenses Totals</b>	-	<b>-\$1,250.00</b>	<b>-\$1,250.00</b>
<b>Grand Totals</b>			
	\$50,400.00	-\$58,200.00	-\$7,800.00
<b>Projected bank balance if on budget</b>			<b>\$32,561.24</b>

## PTO GENERAL MEETING SIGN-IN SHEET

DATE: 8-17-23

NAME	EMAIL
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PTO GENERAL MEETING SIGN-IN SHEET

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