

Agenda

Scissortail PTO Board Meeting

Meeting Date: August 13, 2023, at 2:30

Location: Stella Nova, Edmond, OK

Gina Smith- President PRESENT

Jess Ray- Vice President PRESENT

Rachelle Matheny- Co-Secretary PRESENT

Hannah Donwell- Co-Secretary PRESENT

Evan Pearson- Treasurer PRESENT

Mrs. Crawford- Principle PRESENT

1. Call to Order

Gina Smith 2:37

2. Minutes: Review of minutes from meeting on 07/9/23

Mrs. Crawford moved to approve minutes

Evan- 2nd

Minutes approved at 2:41

3. Officers' Reports

a. President's report:

- i. Budget- Gina handed out copies of the budget.
- ii. Submitted Box Tops application, up to 30 days to respond- We have been approved. We will wait until September until we introduce to the school to avoid sending out too many things at once. Mrs. Crawford will tell the teachers in case school supplies come with box tops on them.
- iii. Amazon Smile closed, no new applicants
- iv. Scheduled WFC Fundraiser, start date 9/6- LaDonna from WFC will meet with Board members the second week after school starts (August 28- Sept 1) Jess & Evan let Gina know times. The fundraiser will last 3 weeks.
- v. T-shirts ordered for teachers, web store is open for student orders, pricing reduced to \$6 for first tee, cost for add'l tees
 - A. Teacher shirts have been ordered. Mrs. Crawford will let teachers know that PTO will provide t-shirts for free
 - B. Webstore closes on Sept 1.
 - C. PTO will place bulk order for \$6 shirts- will collect orders through Google Docs and will collect Money at Meet the Teacher Night and through a handout to classroom teachers
- vi. Sensory path delivered to school 8/2- Mrs. Crawford put a work order in for that and the bike racks to be installed

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- A. Mrs. Crawford suggested a new table and umbrella for the playground to use with the \$1,000 left over in the budget. One table is \$969.00
- vii. Yard sign for 1st day of school, and balloon garland for 15th - volunteer to build garland
 - A. Gina has the balloons at home, Evan bought the arch, Gina made a banner
 - B. Gina has letters for "Flyers" to add to the balloon arch and "PTO" to use at the table. Mrs. Crawford has the "2023" from the 5th grade
 - C. Monday morning- 10am Jess & Gina will build the balloon garland
- viii. Lunch for PD on the 15th, from TA fund
 - A. Moni's- entree, Sam's- cookies, salad & bread (Take a pic of receipt and email to pto email) about \$400
 - B. Side note- NEED TO RESEARCH TAX EXEMPTION for Sam's and other purchases
- ix. Ordered underwear/socks/shorts - \$329.05
 - A. Comes out of last year's cares fund
 - B. Mrs Crawford- would like tide pods (there is a washer & dryer at the school)
 - C. Set up yearbooks to sell on Meet the Teacher Night- suggested \$10 each
- b. Vice President's report
- c. Treasurer's report
 - i. Evan will be taking over next meeting

4. Committee Reports

- a. N/A – next time reports will be needed for Homeroom Coordinator
 - i. Homeroom Coordinator- Sign ups on parent night (orientation night on August 24th)- we are just getting homeroom parent sign ups, not signing up for events at this time- make sign up sheets for parents

5. Principal's Report

- a. T-shirts for staff- next 2 to 3 weeks. Mrs. Crawford mentioned that she switched to a Simply Tees for the new shirts and they were easy to work with, and shirts came in fast.
- b. When you print the codes for the PTO table, take a set over to Epworth Villa- leave them at the front desk and they will put them up in their dining room. They want to volunteer. All communication go through Mrs. Crawford for Epworth Villa

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c. Meals for teachers- monthly or quarterly meal- reach out to families for help- One person in charge of committee for teacher meals and gifts- **Jess & Hannah can help- will look at budget- Could put a qr code for teacher appreciation donations-**

i. Premier Martial Arts Guy

ii. Sonic near the school

iii. **Ask questions at sanctioning about VENMO**

iv. Business Sponsorships- could possibly advertise in yearbook or directory

d. Teacher reimbursement grants- Mrs. Crawford would like a budget to reimburse staff members- Start a fund for teacher grants for school supplies reimbursement. Other schools gave \$100-\$150 per teacher for reimbursement. Teachers show receipts and are reimbursed up to approved amount- around 40 teachers- teachers do also participate in Donors [choose.org](https://www.choose.org)

e. Found out that the Manager for Neighborhood Jam child goes to Scissortail- Anna & Joey

f. Very needed Hospitality Coordinator- spirit nights, Restaurant Nights - Mrs. Speer scheduled the restaurant nights for last year

6. Unfinished/Old Business

- a. Confirm proposed meeting & popcorn schedule
 - i. **Mrs. Crawford will send out a flyer with PTO dates**
- b. Tax/no tax on tees
 - i. Confirmed will not charge taxes- will just charge \$6

7. New Business

- a. Meet the Teacher - volunteers needed and a schedule
 - i. Gina will be there at 2:30, Evan can come early, Hannah will be there around 3, Jess will be there whenever needed
 - ii. Kindergarten families will start in Cafeteria (a lot of business at beginning)
 - iii. **Create descriptions for committees- with information and sign up for each committee- Mrs. Crawford will check for a copy from former schools**
- b. PTO Family Fun Night – volunteers needed, signup genius, vendor requests, budget review
 - i. Popsicles on the playground & water bottles are requested by Mrs. Crawford
 - ii. Could offer food trucks- there is an approved vendor list for the district (it is possible to add new vendors to the list), the loaded bowl requested for dietary restrictions, or families could bring a picnic
 - iii. Main activity- play outside; connect 4 set, chalk, bubble machine, s'more station?, corn hole, possible disc golf from Lewis orthodontist (on Kelly)
 - iv. ask Angie Debo to borrow their outdoor speaker and/or ask boosterthon to borrow their speakers, Food trucks might not be feasible for our families with the high cost
- c. Carnival/Fall Festival – vote to approve, set date, volunteers request, budget review
 - i. Spring Carnival- after spring break “Spring Fling”
- d. Committee Heads:

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- i. Care project – Google form to accept requests on FB page- let counselor & principle handle projects- We need one person to handle the request- Mrs. Crawford will mention to the teachers the fund availability
- ii. Homeroom – Hannah Donwell
- iii. PALS- Gina set up sign up genius and will be a place filler until someone volunteers, call or send reminders to Epworth Villa volunteers- pre print notices
- iv. Decorating- Mrs. Crawford will contact 2 moms
- v. Hospitality/Restaurant Nights- Evan can get it going until someone signs up
- vi. Popcorn – need to make sign-up genius for dates Gina enjoys doing it and can be a place filler- \$5 popcorn donation at Meet the Teacher or through classroom handout
- vii. Yearbook – need to contact Josten’s Rachelle enjoyed doing it- she wants to do it but not sure if she can- She wants to be involved and head the committee but would like help from volunteer Need to contact Josten’s
- viii. Holiday store - schedule Planning to use the same company- a week after Thanksgiving- try to coordinate with Santa- Gina will schedule
- ix. Special Projects and new ideas
 - a. Mrs. Crawford would love a full size mascot to be made- they are very expensive-
 - b. always more things for the playground- shed for the tricycles
 - c. Teacher Grants
 - d. Planters/flower pots for the front of the school- Mrs. Crawford has pictures
- f. Target program- Gina will look into- rebate that gives a portion back to schools
- g. Volunteer to speak at Orientation night 8/24, suggestions on talking points
Evan will talk- Mrs. Crawford has slides

8. Announcements

Jess- Title 1 question for Mrs. Crawford- reading or math night-PTO help needed for food

Evan- fundraisers question- fundraiser ideas to move away from chocolate- suggested by Mrs. Crawford- Kendra Scott

Rachelle Matheny- needs to vacate office effective immediately- unknown period of time- may return later when things calm down- We wish her well <3

9. Adjournment

Meeting Adjourned by Gina Smith- 4:23pm