

# Agenda

## Scissortail February PTO Board Meeting

Date: February 29<sup>th</sup>, 2024, at 5:00 PM

Location: Scissortail Elementary Office

- 1) Call to Order 5:32 pm
  - a) Attendees: JR – Jess Ray, GS – Gina Smith
    - i) Notes for meeting JC – Jamila Crawford
- 2) Minutes
  - a) Review of minutes from 1/17/2024
- 3) Officer's Reports
  - a) President's report
    - i) Scheduled signs with Simply Sign-it for Spring Break, TA Week, and last day of school.
      - (1) Do we want a sign for fifth grade walk-out, or balloon arch? **Will review in March Board meeting**
        - (a) This would come from the décor budget, since the sign budget has been exhausted as discussed in last board meeting.
    - ii) Treasurer's seat to be filled by Jeff Patton, pending elections in March.
    - iii) Voted to approve purchase of QuickBooks
      - (1) \$75/year, from office supplies budget
  - b) Vice President's Report
  - c) Treasurer's Report
    - i) Current Bank Balance \$17, 696.21
    - ii) Deposits
      - (1) Qdoba night deposited 2/22/24
        - (a) 443.80 to be placed in savings for budgeting next year's activities
      - (2) Library Funds
        - (a) Deposited \$2,017.88 from Literati Book Fair
        - (b) Need to pay invoice for same amount to Literati – **Balance owed is \$1,214.77**
    - iii) Expenses
      - (1) Alton Carter - \$250 paid 2/27/24, community building budget
      - (2) Coach Czar - \$100 not yet paid, to come from community building budget
      - (3) Pastries With Parents - not yet paid, will come from community building budget
        - (a) Cost \$340.47 (Sam's Club & Donuts – receipts in SharePoint)
      - (4) Valentines for Staff - paid 2/13/24, TA budget
        - (a) Cost \$131.61 (Amazon – receipt in SharePoint)
      - (5) Popcorn - not yet paid, to come from popcorn budget

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- (a) Cost \$120.51 (Oklahoma Concession Stand – receipt in SharePoint)
- (6) Pizza Parties for Kindergarten – not yet paid, to come from community building budget
  - (a) Cost \$61.86 (All American Pizza – receipt in SharePoint)
- (7) Order for checks - paid 2/28/24, office supplies budget
  - (a) \$75.08 drafted from checking account
- 4) Committee Reports
  - a) Homeroom Coordinator
- 5) Principal's Report
- 6) Unfinished Business
  - a) Going to order some yard "feather" flags through Amazon
  - b) Confirm if school will order or PTO **JC confirmed that the school would order them, and would also like to order a yard sign: PTO meeting tonight. PTO will reimburse, we have \$700 in the décor budget. Will budget \$450, and leave the remaining money for fifth grade EOY celebrations and misc.**
  - c) Pen Pal program
    - i) Mrs. Crawford – did the older grades have any interest in program? **JC confirmed no interest at this time**
  - d) Music Appreciation in March – **JC confirmed that we may need to pay for bus for North Band visit on 3/12**
    - i) Did we schedule act that needs payment?
  - e) Art Appreciation in March
    - i) Do we need to get with art teacher to see if they'd like to schedule something? **We need to email Mr. Stooky per recommendation from JC**
  - f) Working still to schedule restaurant night in the end of March
    - (1) Contacted Johnnies **Still haven't heard back from them**
    - (2) Other restaurants ideas?
      - (a) **JC suggested Boba restaurant on 33<sup>rd</sup> & Broadway, will contact them. There is also a new Boba bakery called Mochibake very close to school, will ask them as well.**
      - (b) **JR suggested Little Ceasers**
- 7) New Business
  - a) Boosterthon
    - i) Who is available to volunteer, and when?
      - (1) Daily volunteers needed to hand out prizes
      - (2) Volunteers to help with fun run day, 3/15/24
  - b) Fifth Graders will be voting on t-shirt designs **Design is with graphic artist to fix for t-shirts.**

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- i) Vote on how we want to financially assist: **Board voted to approve purchasing t-shirts with remaining free t-shirt budget. JC estimated number to order is approx. 60.**
    - (1) Discount t-shirts for every student
    - (2) Only pay for free & reduced students
    - (3) Pay for staff t-shirts
  - ii) To come from free t-shirts budget, \$558.30 remaining
  - iii) Order from Tack? **School will order to save on tax, PTO will reimburse**
  - c) Fifth Grade field trip
    - i) Help with cost? **Moving this to the March Board meeting for review**
      - (1) To come from community building budget, estimated \$750 left
  - d) Bingo Night
    - i) Email suggestion from Linda Saraya, she is willing to help organize
      - (1) Proposed for April 2024 **JC suggests we move this to May as better to do after state testing. GS has emailed Linda Saraya to let her know we will loop her in when we start planning – if budget allows.**
      - (2) Community building budget, remaining amount dependent on other activities
  - e) Teacher Appreciation (TA) Week May 6 -10, 2024
    - i) Committee Chair Head **Moving this to March board meeting**
    - ii) “You Guys Totally Rock” music theme, see attached photo from Mrs. Crawford
    - iii) Budget \$1,285.67 available in TA fund
- 8) Announcements
- 9) Meeting Adjourned **6:00 PM**

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TA Week Theme:

**TEACHER & STAFF**  
*Appreciation Week*

**MAY 8-12**  
ROLLING VALLEY  
ELEMENTARY

**MONDAY** ★  
*Walking on Sunshine*  
Need an energy boost? Grab a pick-me-up snack to help brighten your day.  
STAFF LOUNGE ALL DAY

**TUESDAY**  
*Pour Some Sugar on Me*  
How sweet it is to have staff like you! Enjoy a sweet treat from Insomnia Cookies.  
STAFF LOUNGE 10:45AM- 1:15PM

**WEDNESDAY** ★  
*You Rock My World*  
You Cereal-sly ROCK! Join us for a cereal & milk breakfast bar.  
STAFF LOUNGE 8-9 AM

**THURSDAY**  
*Get Lucky*  
Is it your lucky day? Join us for ongoing gift card raffles.  
PA ANNOUNCEMENTS THROUGHOUT THE DAY

**FRIDAY** ★  
*Mumbai Salsa*  
You are the spice of life! Join us for a lunch buffet from Chaat & More.  
STAFF LOUNGE 10:45AM- 1:15PM

*Join out to this playlist*

*You guys totally Rock!*  
▶ WE ARE YOUR #1 FANS!