

# Agenda

## October Scissortail PTO Board Meeting

Date: Emailed 10/28/2024, in lieu of in-person meeting

### 1) Officer's Reports

#### a. President's Report

- i. Special thank you to Jess & Hannah for their work on the fundraiser and FFN! We appreciate you all both very much; thank you for all you do for our community. 😊
- ii. Upcoming banking review needs to be completed as 1<sup>st</sup> Quarter is completed. Volunteers needed to review financials – cannot be done by the president or treasurer.
- iii. Pizza parties & admin luncheon completed as of 10/25
- iv. Please email photos if you'd like that included on your website profile
- v. Creating Grade-Level directories – expected completion by 11/1

#### b. Treasurer's Report

##### i. Current Balance: \$25,157.17

##### 1. October Expenses

- a. Teacher Reimbursements - \$205.83 (TR fund)
  - i. Lawson - \$105.29
  - ii. Speer - \$100.54
- b. Edgar Cruz visit - \$100.00 (Community fund)
- c. FFN - \$455.99 (community fund)
  - i. Hannah - \$150.95
  - ii. Inflatables - \$165.00
  - iii. Anna - \$100.04
  - iv. EPS School Rental - \$40.00
  - v. Gina - \$53.17
- d. Teacher dinner, Louie's 10/3 - \$365.48 (TA fund)
- e. RoadRunner books - \$928.00 (Read-a-thon expense)
- f. Pending expenses not included:
  - i. Scissortail – Gaga Pit Reimbursement
  - ii. FFN DJ - \$100 (Community fund)
  - iii. Add'l teacher reimbursements – 3 outstanding, 1 Library Fund invoice
  - iv. Literati Book Fair Invoice - \$2,285.14
  - v. Popcorn Expenses - \$99.84
  - vi. Pizza Parties - \$154.76

##### 2. October Deposits

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- a. Website Spirit Store proceeds – \$4.83 (2 orders)
  - b. Read-a-thon cash/check donations - \$397.57
  - c. T-Shirts - \$390.00
  - d. Library Fund - \$3,284.66 (Literati Book Fair)
  - e. Interest - \$0.18
- c. Committee Reports
- i. Homeroom Coordinator
    - 1. Hannah - Will homeroom parent guidebooks be available to email in November?
  - ii. Other Committee Heads – Gina will work on contacting volunteers this month! Sorry for the delay.
- d. Principal's Report
- i. Mrs. Crawford - if you have anything you'd like to add please send in reply to this email. Thank you!
- 2) Unfinished Business
- a. Spirit T-Shirts
    - i. Delayed, delivery will hopefully be next week (10/28 – 11/1)
    - ii. If delays become much longer do we need to discuss another vendor?
    - iii. Requested invoice to submit to school for PO, will be coming soon.
  - b. Read-a-thon
    - i. Total Donations – \$8,552.57 (online & in-school, Kona Ice, Sonic)
    - ii. Expenses - \$1,632.08
      - 1. Platform fee (3%) – \$243.75
      - 2. RoadRunner Books - \$928.00
      - 3. Bookmarks - \$90.53 (printing & tassels)
      - 4. Walmart Prizes - \$86.85
      - 5. Pizza Parties - \$154.76
      - 6. Sonic Luncheon - \$128.19
    - iii. Grand total raised - \$6,920.49
  - c. Playground Improvements
    - i. Gaga Pit – need to get installed, Jess will check with Mr. Beau on what tools are needed.
    - ii. Free Little Library – Rotary donation?
- 3) New Business
- a. 50<sup>th</sup> Day Sock Hop
    - i. Will purchase supplies for root beer floats – budget \$40 (TA fund)
  - b. Holiday Store - Monday 12/2 – Friday 12/6

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- i. Sign-up Genius for volunteers – needs to be sent by 11/15, maybe earlier if possible.
  - 1. AM/PM times – 5 slots available in addition to board officers, everyone board member is appreciated for volunteer direction during the sale.
- ii. Classroom shopping schedule needed from administration
- iii. Need starting bank - \$100 cash withdrawal
- iv. Elf Bucks
  - 1. Distribute to administration to give to students
- c. Thanksgiving break yard sign - (Tuesday 11/26<sup>th</sup> – last class day)
- d. December Santa Visit
  - i. Do we want to plan a visit this year?
- e. Jess has asked everyone to email thoughts about the fundraiser to her so we can evaluate and make plans for next year.

October Board meeting was an email update – no in-person meeting was held.