



JULY MEETING AGENDA

DATE: Wednesday, July 15, 2020

TIME: 1 p.m.

LOCATION: Virtual Conference Call

Attendees: Chrissy Tarpey , Kim McKeller, Shauna Smalling, Lynne Kruse, Ozzy Trevino, Kristen Diaz

AGENDA ITEMS

Meeting called to order at 12:56 p.m.

- Request for each Board Member to review bylaws to become familiar with duties of their position.
- Budget Update
 - a) Planners – PTO pays 1-5th grade. Invoice \$2,793.02, \$2,000 allotted.
 - b) PTO Office expired June 15, renewed at \$449.00, Hover (web domain) renewed at \$32.34.
 - c) Discussed Virtual FundRun options and meeting more frequently since budget will be fluid this year.
 - d) Discussed removal of Art to Remember and Hickory’s Heart from the budget as they are funneling their money through the PTO. Kristen Diaz moved to remove Art to Remember from the budget, Ozzy Trevino seconded the motion, motion carried. Chrissy Tarpey moved to remove Hickory’s Heart from the budget, Ozzy Trevino seconded the motion, motion carried. Existing funds from Hickory’s Heart and Art to Remember will be distributed to each program.
 - e) Lynne Kruse will reach out to Speech Pathologist to determine if “It’s Your Thing” is still needed.
 - f) Shauna Smalling will research if SAC is paying for IXL. Discussed who will fund Raz kids and IXL. PTO will reach out to Dr. Reichenberg for clarification.
- Calendar of Events – Discussed ideas for fundraisers in a virtual environment, such as FundRun, Food Trucks, and Spirit Wear. Will discuss further at next meeting.
- Teacher Grant Form – Discussed process improvement. Will set quarterly deadlines for submission by grade Team Lead.
- Online Teacher Survey – Discussed an online survey for teachers to determine what their needs may be. Will discuss with Dr. Reichenberg.

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- PTO Corner for newsletter – Will ask Dr. Reichenberg for space in the weekly newsletter to communicate information about the PTO.
- PTO Purchases: Discussed process for reimbursement. Request for Funds Form is to be filled out and submitted to the Treasurer with receipts.
- Treasurer will verify EIN, tax i.d. number, and tax-exempt certificate. Treasurer will renew tax exempt certificate.
- Vacant Chairperson Positions- Motion by Lynne Kruse to vote Stacey ‘O Keefe in as Recording Secretary, Kristen Diaz seconded the motion, motion carried. Motion by Chrissy Tarpey to vote Carrie Miller in as Volunteer Coordinator, Kristen Diaz seconded the motion, motion carried. Motion by Shauna Smalling to vote Summer Dolce in as Membership Coordinator, Lynn Kruse seconded the motion, motion carried. An amendment to the bylaws will be voted on at the next meeting to allow Kelly Crouse to serve as Business Partner for the 2020-2021 school year despite her children attending FLVS. Public Relations Chairperson seat is vacant.
- A welcome letter from the PTO will be included in the back to school packets. Kim McKeller will compose the letter, Ozzy Trevino will format and return to Chrissy by July 26th.
- Monthly Meetings- 1st Wednesday of every month at 4 p.m. starting in September. Board will meet Wednesday, August 5th at 1 p.m. to finalize budget and create a calendar of events to submit to Dr. Reichenberg.
- May minutes will be approved at the next meeting.
- Adjourned at 2:29 p.m.