

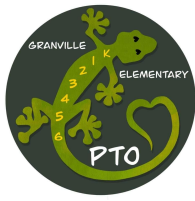
# Granville Elementary School PTO

## Meeting Agenda

### 2022-2023 PTO Executive Board Meeting

**Date, Time, Location: July 11, 2022, 3:30 pm, Granville Elementary - Zeman**

- I. Motion to approve meeting minutes: n/a
- II. Officer Reports
  - a. Principal's Report
    1. Theme for 2022-2023: Connections - staff to student, school to community, academics
  - b. President Natalie Spector, Vice President Austin Mullins
    1. Welcome 2022-2023 PTO Board: President: Natalie Spector, Vice President: Austin Mullins, Treasurer: Kathryn Johansen, Secretary: Jill Kuffel, Hospitality/Volunteer Coordinator: Jocelyn Bucholtz, Community Partner Liaison: Kassi Knight, Teacher Rep: Amanda Zeman
  - c. Treasurer Kathryn Johansen
    1. 7/11 available balance: \$ \_
    2. Would like to purchase Quick Books
    3. Need to change from Chase to Desert Financial
    4. Need to create 2022-2023 budget
  - d. Hospitality Jocelyn Bucholtz
    1. Show Jocelyn what we have been doing for Staff Sweets (1st Wed of month)
    2. Hospitality in charge of Thank You notes
    3. Need list of staff birthdays - done
    4. Staff Sweets - August 10th (community partners? - December as well)
      - Aug: Community Partners, Sept: K&1, Oct: 2&3, Nov: 4&5, Dec: Community Partners, Jan: 6&K, Feb: 1&2, March: 3&6, April 5&4, May (Teacher Appreciation)
  - e. Community Partner Liaison: Kassi Knight
    1. Should we ask DF if they would like a stand at Back to School night?
    2. See if DF or church would like to provide goodies for Staff Sweets on August 10th and Dec 7th
  - f. Teacher Representative Report Amanda Zeman
- III. Projects and Committee Reports:
  - a. Spiritwear:
    1. Need to order staff shirts
    2. Need to create and get a sample of student shirts, need prices
      - T-Shirt Antics in Prescott Valley - \$10.25 for a soft shirt, can get samples and do an order
    3. 1st Place Spiritwear - done
  - b. Dine Outs, BoxTops, Fry's, and Amazon Smile - Britney Rye
    1. Check in for first Dine Out- Start in September
      - Wildflower? Applebees?
    2. Make a flyer for Back To School Expo that explains how to sign up for everything
    3. Add events too? Natalie and Jill can work together on flyer
  - c. Need to recruit PTO Members to be committee leaders:
    1. Spiritwear
    2. Cookie Dough
    3. Santa's Workshop
    4. Fall Fest
    5. PV Parade
    6. Popcorn



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7. Teacher Appreciation
8. Field Day
9. Gecko Walk
10. Staff Birthdays - Jocelyn
11. Bulletin Board Quarterly Change

#### IV. Old Business:

##### a. Gecko Walk Funds:

1. Contact Prescott Dirt for sand and river rocks for playground (2 dump trucks - after May 23rd, have grounds spread it) (Sheffert, Osio)
  - Sand will be completed by the district
2. Grade level playground equipment, 8 deck boxes- done, soccer nets - Natalie will look into it
3. SSC - Knott's has fake grass and Sheffert has a plate compactor. - in progress
  - Need to figure out curbing issues
4. SSC - water/sand tables, sensory walls
5. Wiffle ball stuff

#### V. New Business/Staff Requests:

##### a. Staff Requests:

##### b. New Business:

1. Create a PTO calendar - attached
2. Create a Remind account for PTO
3. Plan Back to School
  - Table, tablecloth?, posters, Remind code, sell Spiritwear,
  - Frys Rewards/Amazon Smile sign up posters - while people are waiting in line
  - Received a suggestions of a Photobooth
  - Fingerprinting if available - Kate e-mailed for info

#### VI. Open items:

- a. Paint wall across from MacGregor room (purple with Gold frames)
  1. Natalie can do over the summer if we get paint- DONE
- b. Construction paper copier (Jamie) - Ms. Jack actively working on order? Check in
- c. Painting lines for new bus lane - DONE
- d. Touch up paint in hallways- DONE

#### VII. Open Discussion, Input, Feedback

##### a.

#### VIII. Upcoming Events:

- a. 8/4 Back to School
- b. 8/8 First Day of School
- c. 8/10 Staff Sweets
- d. 8/15 PTO Board Meeting
- e. 8/16 PTO General Meeting
- f. 8/22 Popcorn

Minutes transcribed by: Jill Kuffel



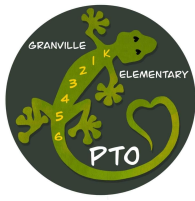
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Executive Board Members: President Natalie Spector, Vice President Austin Mullins, Treasurer Kathryn Johansen, Secretary Jill Kuffel, Hospitality/Volunteer Coordinator: Jocelyn Bucholtz, Community Partner Liasion: Kassi Knight, Teacher Representative Amanda Zeman



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### 2022-2023 PTO Calendar

#### Need to add to calendar:

- Quarterly Teacher Fun Fridays
- PTO Mixers
- Donuts with Grown-Ups (Parent Appreciation Day?)/ Popsicles with parents?
- Dine-outs (TBD throughout the year)

#### New Ideas

- Family Nights (Science , Movies, Game)???
- Community Clean Up (May)
- Spirit Day Fridays - students wearing spirit colors get a ...sticker...or put into a drawing ... or something

#### Things from previous years:

- Back to School Picnic (Sat after school starts)
- Talent Show
- Family Spaghetti Dinner and Silent Auction
- We usually help with the Book Fair - petty cash
- Audit Committee
- Bulletin Board person



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August 2022		Spiritwear Sales Meet the Teacher - teacher gift: spirit shirts				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Meet the Teacher 4:30-6:30 Jill 2 hr Kate 1 hr Austin?	5	6
7	8 First Day of School	9	10 Staff Birthdays (Community Partners)	11	12	13
14	15 PTO Board Meeting 3:30	16 PTO General Meeting 3:30	17	18	19	20 Back to School Brunch 10:00-11:30 Bronco Park
21	22	23	24	25	26 Popcorn	27
28	29	30	31			



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<b>September 2022</b>						
<b>ADD Teacher Fun Friday</b> Need to start Planning Fall Fest at beginning of this September <ul style="list-style-type: none"> <li>- Recruit Trunk or Treat volunteers (trunks)</li> <li>- Order items we are going to sell (glow sticks, etc)</li> <li>- Start requesting candy donations</li> </ul>						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Donuts with Grown-Ups A-M	2 Donuts with Grown-Ups N-Z	3
4	5 Labor Day NO SCHOOL	6	7 Staff Birthdays (K,1)	8	9	10
11	12 PTO Board Meeting 3:30	13 PTO General Meeting 3:30	14	15 Cookie Dough Sales (ends 9/30)	16	17
18	19	20	21	22	23 Staff Fun Friday 4:00 - 5:00	24
25	26	27	28	29	30 Popcorn  End of Cookie Dough Sales	



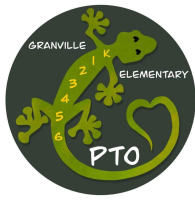
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October 2022		Need to start planning PV Holiday Parade right after Fall Fest Start Planning Holiday Shop (Santa, Crafts, Treats, Adopt a Teacher Tree)				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 PTO Board Meeting* 3:30	4 PTO General Meeting* 3:30	5 Staff Birthdays (2,3)	6	7 2 hr early release	8
9	10 Columbus Day FALL BREAK	11	12	13	14	15
16	17	18	19 Fall Fest 4:30-7:00	20	21	22
23	24	25	26	27 Teacher Conf 2hr early release CONF DINNER (Scarpa)	28 Teacher Conf 2hr early release	29
30	31 Halloween					



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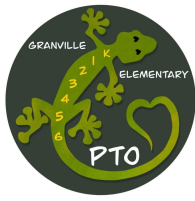
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November 2022		Pass out cookie dough Book Fair? Tie in event				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Staff Birthdays (4,5)	3	4	5
6	7 PTO Board Meeting 3:30	8 PTO General Meeting 3:30	9	10 Veterans Day	11 NO SCHOOL	12
13	14	15	16	17	18 Staff Fun Friday	19
20	21	22	23 NO SCHOOL	24 Thanksgiving Day NO SCHOOL	25 NO SCHOOL	26
27	28	29	30			





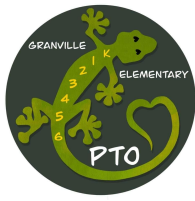
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December 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2 PV Holiday Parade Gingerbread / Candy Theme	3
4	5	6 Set Up	7 Staff Bdays (Community Partners)  Santa's Workshop	8 Santa's Workshop	9	10
11	12 PTO Board Meeting 3:30	13 PTO General Meeting 3:30	14	15	16	17
18	19	20	21 Staff Holiday Party	22	23 2hr early release	24 Christmas
25	26 WINTER BREAK	27	28	29	30	31



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January 2023		Start Planning Gecko Walk				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 New Year's Day	2	3	4	5	6	7
8	9 PTO Board Meeting 3:30	10	11	12	13	14
15	16 ML King's Day NO SCHOOL	17 PTO General Meeting 3:30*	18 Staff Birthdays* (6,K)	19	20	21
22	23 Supply Drive	24	25	26	27 Popcorn	28
29	30	31				



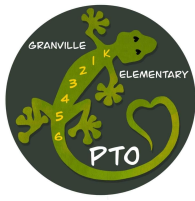
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February 2023		Plan a Family Event this month				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Staff Birthdays (1,2)	2	3	4
5	6	7	8	9	10	11
12	13 PTO Board Meeting 3:30	14 PTO General Meeting 3:30	15	16	17 Fun Friday	18
19	20 President's Day NO SCHOOL	21	22	23	24 Popcorn	25
26	27	28				



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### 2022-2023 PTO Executive Board Meeting

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March 2023		Book Fair				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Staff Birthdays (3,6)	2	3	4
5	6 PTO Board Meeting* 3:30	7 PTO General Meeting* 3:30	8	9	10 2hr Early Release  GECKO WALK	11
12	13 SPRING BREAK	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Popcorn	



# Granville Elementary School PTO

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April 2023		Plan a Fun Friday after testing is over at end of month				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5 Staff Birthdays (4,5)	6	7 Good Friday NO SCHOOL	8
9 Easter Sunday	10 PTO Board Meeting 3:30	11 PTO General Meeting 3:30	12	13	14	15
16	17 NO SCHOOL	18	19	20	21	22
23	24	25	26	27	28 Popcorn  Fun Friday?	29
30						



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May 2023		Need Field Day Committee Plan a Community Clean Up Day for School (May 14, 2022)				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <b>STAFF APPRECIATION WEEK</b>	2	3 <b>Staff Birthdays</b>	4	5	6
7 Mother's Day	8 <b>PTO Board Meeting 3:30</b>	9 <b>PTO General Meeting 3:30</b>	10	11	12	13 <b>Community Clean Up Day?</b>
14	15	16	17	18	19	20
21	22	23	24	25 <b>Last Day of School  Field Day</b>	26	27
28	29 Memorial Day	30	31			