

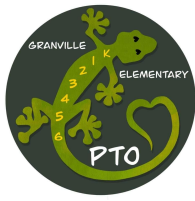
# Granville Elementary School PTO

## Meeting Agenda

### 2022-2023 PTO Executive Board Meeting

**Date, Time, Location: August 15, 2022, 3:30 pm, Granville Elementary - Zeman's Room**

- I. Motion to approve meeting minutes from July 11, 2022 - approved
- II. Officer Reports
  - a. Principal's Report
  - b. President Natalie Spector, Vice President Austin Mullins
    1. 2022-2023 preliminary calendar has been created
    2. Back-to-School
      - We had 47 PTO email sign ups at BTS night (about ½ were already signed up)
      - Need to continue advertising PTO
      - Kate suggested a volunteer orientation
  - c. Secretary Jill Kuffel
    1. New format of the General Meeting agenda
    2. Need to put a link to the PTO website on the HUSD PTO website
  - d. Treasurer Kathryn Johansen
    1. 8/15 available balance: \$1,000
    2. Savings 7/1 - \$1,194.47 - distributed among staff \$40 each
    3. Would like to purchase Quick Books once we transfer to Desert Financial
      - Need to complete Arizona Corporate Commission form
    4. School Specialty invoice (\$31?)
  - e. Hospitality Jocelyn Bucholtz
    1. Staff Sweets budget \$30/month - Check in on Tuesday before event to see what treats we have
      - 2 Birthday prizes each month, in the PTO closet
      - Staff Sweets - September - send flier via Remind and teacher emails on August 29th  
(1) 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)
  - f. Community Partner Liason: Kassi Knight
    1. Desert Financial is providing donuts and helpers for Donuts with Grown-Ups
    2. See if DF or church would like to provide goodies for Staff Sweets Dec 7th
  - g. Teacher Representative Report Amanda Zeman
    1. Each teacher has \$40 to spend
- III. Projects and Committee Reports:
  - a. **Looking to sign up PTO Members to join committees:**
    1. Spiritwear
    2. Cookie Dough
    3. Santa's Workshop
    4. Fall Fest
    5. PV Parade
    6. Popcorn
    7. Teacher Appreciation
    8. Field Day
    9. Gecko Walk
    10. Staff Birthdays - Jocelyn
    11. Bulletin Board Quarterly Change
    12. Social Media



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**b. Spiritwear:**

1. Now Online - 1st Place Spiritwear
2. PTO earns 10% of each sale

**c. Dine Outs, BoxTops, Fry's, and Amazon Smile - Britney Rye**

1. Need to schedule September
2. Send Remind/Teacher emails with info on how to sign up for Box Tops. Amazon Smile, Frys

**d. Friday \$1 Popcorn**

1. Last Friday of the month, pass out 2:45pm, limit 1, start popping popcorn at 1:00. Money and class lists with totals need to be collected and counted around 10am
2. Need at least 3 helpers: popper, sorter, delivery person (Jill, Jocelyn, Kinion?)
3. Send out Remind/teacher emails on Monday, August 22.

**e. Back to School Brunch 8/20 at Bronco Park at 10am (bring your own drink, chairs, blankets)**

1. Advertise event with teacher emails, remind, facebook, instagram, on website
2. Need one main contact person: Natalie
3. Need helpers:
  - Set Up 9:30 2-3 people
    - (1) Need 2 tables (Austin), tablecloths (Austin), ez-up (Kassi/Jocelyn)
    - (2) Need to bring snacks Austin ordered / Kassi to pick up waters at Costco
  - Pass Out items and have a PTO sign up booth - 3 people
  - Games (Austin) Cornhole, Frisbees, Equipment
  - Clean up at 11:30 - 3 people
    - (1) Left over snacks can go in teacher lounge

**f. Donuts with Grown-Ups: September 1 & 2nd, in courtyard, 7:45-8:15 - September 1st : Last names A-M, September 2nd: Last names N-Z**

1. Desert Financial would like to donate the donuts, PTO will provide water
2. Need helpers to set-up, pass out donuts, clean up
  - Tables (3-4), chairs (ask custodian), trash can, tablecloth, napkins, photobooth
3. Include a link to RSVP in invite
4. Helpers: contact Jodie, Stephanie Rogers, Titus, Teachers

**g. Cookie Dough Sales 9/15 - 9/30**

1. Need helpers to sort and pass out order forms
2. Need helpers to put up posters around school (posters come from company)
3. Need helpers to submit tshirt orders and to sort and pass out orders

**h. Staff Fun Friday 9/23 4:00-5:00, Location TBD**

1. Need to make a reservation and send out invites before Sept 12, send out reminder on September 19th
2. Rosa's? - Jocelyn will call
3. Budget: \$100
4. PTO Board members attending: Natalie, Austin

**IV. Old Business:**

**a. Gecko Walk Funds:**

1. Sand has been refreshed by the district
2. Ordering river rocks to continue painted rock garden



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- Is someone interested in continuing this project? New art teacher?
- 3. Grade level playground equipment
  - 8 deck boxes- Austin to order carabiners
  - Soccer nets - Austin will look into size and ordering
  - Order 2 more sets of equipments
  - Digital Sign - contact HOA
- 4. Put Ins
  - Jill Call
- 5. SSC - Installing artificial grass
  - Knott's has fake grass and Sheffert has a plate compactor. - in progress
  - Need to figure out curbing issues before proceeding
- 6. SSC - water/sand tables, sensory walls
  - Need to be researched and ordered
- V. New Business/Staff Requests:
  - a. Staff Requests: none
  - b. New Business: none
- VI. Open items:
  - a. Fall Fest - ask businesses to do trunks and possibly donate to a raffle
    - 1. Business needs to provide insurance
  - b. Additional possible events:
    - 1. Family Nights (Science - ask Fulfer, Movies, Game)???
    - 2. Community Clean Up (May)
    - 3. Talent Show
    - 4. Spaghetti Dinner and Auction
- VII. Open Discussion, Input, Feedback
  - a.
- VIII. Upcoming Events:
  - a. 8/16 PTO General Meeting
  - b. 8/20 Back to School Brunch
  - c. 8/22 Popcorn
  - d. 9/1-9/2 Donuts with Grown-Ups
  - e. 9/7 Staff Sweets (K,1)
  - f. 9/12 PTO Board Meeting - 3:30
  - g. 9/13 PTO General Meeting - 3:30

Minutes transcribed by: Jill Kuffel

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