



# Granville Elementary PTO Meeting Agenda

## 2022-2023 PTO General Board Meeting

August 16, 2022, 3:30 pm, Granville Elementary - Library

**Welcome to the Granville Elementary School PTO meeting!**  
Please sign-in and fill out a raffle slip for a chance to win a front row parking spot!

### **Meet our Executive PTO Board Members**

**President:** Natalie Spector, **Vice President:** Austin Mullins, **Treasurer:** Kathryn Johansen,  
**Secretary:** Jill Kuffel, **Hospitality:** Jocelyn Bucholtz, **Community Partner Liaison:** Kassi Knight,  
**Teacher Representative:** Amanda Zeman

### **About the PTO**

- We raise money and put on events to support the students, teachers, staff, and families.
- Treasurer: We have ~\$1,000 available to spend on upcoming events and \$1,194.47 in our savings set aside for future purchases. Our next fundraiser is selling Cookie Dough. Last year we made \$18,000.
- We have purchased spirit shirts for the entire staff as a back to school gift (~\$1,000)
- Student Spiritwear is available online from 1st Place Spiritwear. We earn 10% from each purchase.
- Last year we raised \$7,000 for school beautification by doing the Gecko Walk.
  - So far we have purchased all new sports equipment and deck boxes for each of the grades and our sand has been refreshed
  - We are working on ordering new soccer goals, adding artificial grass to the SSC area, buying rocks to paint for the front, ordering "Put Ins" to decorate the fence with "Go Geckos" and images of the gecko.
  - We have touched up paint in the school and have added art to the cafeteria.
  - **Does anyone have any additional school beautification items that they would like to see at our school?**
- We have set aside \$40 for each teacher to buy curriculum materials and supplies for their classrooms.
- Hospitality: We celebrated staff birthdays for the month of August with "Staff Sweets"
- Community Partner: We have an amazing community partner, Desert Financial, that will be helping us create connections with our students, teachers, staff and families.

### **Business:**

Motion to Approve Meeting Minutes from 8/15 (on the website)

Staff Requests:

### **Announcements:**

We are going paperless this year! Keep an eye out for emails or connect with us on Facebook, Instagram or Remind.

### **Become a PTO Board Member:**

**We have a board member position available: Treasurer** Interested candidates would be able to shadow our amazing Treasurer, Kate Johansen, before taking over this position. Kate will show you the ropes and support you throughout the process.

**Is anyone interesting in learning more about this position or any others? \_\_\_\_\_**

## Committees and Event Planning

### Create Committees:

The PTO is creating committees to help put on our events. Please let us know if you are interested in forming a committee to help with any of the following events/activities.

- Spiritwear Committee Leader:
- Cookie Dough Committee Leader:
- Santa's Workshop Committee Leader:
- Fall Fest Committee Leader:
- PV Parade Committee Leader:
- Popcorn Committee Leader:
- Teacher Appreciation Committee Leader:
- Field Day Committee Leader:
- Gecko Walk Committee Leader:
- Staff Birthdays Committee Leader: Jocelyn (Hospitality)
- Social Media / Bulletin Board Quarterly Change Committee Leader:

### Event Planning:

**Back to School Brunch, \$1 Popcorn, Donuts with Grown-ups, and Cookie Dough Sales**

### Looking Ahead:

- Next General PTO Meeting 9/13 at 3:30
- Next Staff Sweets 9/7 (asking K and 1st to donate sweets)
- Fall Fest 10/19 5:30-7:30
  - Ask businesses to do trunks and possibly donate to a raffle
  - Note: Business needs to provide insurance
- Additional possible events:
  - Family Nights (Science - ask Fulfer, Movies, Game)???
  - Community Clean Up (May)
  - Talent Show
  - Ideas/Suggestions?

### How to start volunteering with the PTO

1. Fill out our **volunteer interest and availability form** on our website (scan the QR code).
2. **Join us at our PTO Meetings** at 3:30 in the school library: 9/13, 10/4, 11/8, 12/13, 1/17, 2/14, 3/7, 4/11, 5/9  
If you can't attend the meetings, but would like to volunteer, we will keep you updated about our plans via email.



**In addition, if you would like to help out at on-campus events**, HUSD requires the completion of the following steps:

1. **District volunteer application process:** Visit the HUSD Volunteer Page and complete an application with the school district.  
Humboldtunified.com -> Parents/Community -> Volunteer Opportunities
2. **Get fingerprinted:**  
All on-campus volunteers must be fingerprinted. Fingerprinting is free of charge. Volunteer fingerprinting is conducted at the Humboldt Unified District Office on Tuesdays and Fridays from 10 AM - 12 Noon. A driver's license is required. The timeline for fingerprint clearance is usually 6-8 weeks.

**Connect with us:** **E-mail:** GranvilleElementaryPTO@gmail.com **Facebook:** facebook.com/GranvillePTO

**Instagram:** @granvilleelementarypto **Remind App:** rmd.at/8ghhbac **PTO Website:** sites.google.com/view/granvillepto

## Event Planning

### **Back to School Brunch** - Committee Leader: Natalie

August 20th, 10:00 - 11:30 at Bronco Park

**Invite Info:** "Your family is invited to join us for a Back to School Brunch to connect and make new friends! The Back to School Brunch will be held at BRONCO PARK on August 20th from 10:00-11:30 We will provide small brunch items. Please bring drinks and your chairs or blankets.

\*This is a family event; please do not leave your children unattended."

- Volunteers Needed:
  - Set Up 9:30 - Snack table, PTO table, and Games
    - Austin will bring 2 tables, 2 tablecloths, games and snacks
      - Helpers: 1. \_\_\_\_\_ 2. \_\_\_\_\_
    - Kassi will bring an EZ-UP and cases of water
    - Jocelyn will bring an EZ-UP
    - Jill Set up PTO info table
  - During Event - Pass Out Snacks, PTO Booth, Help start games
    - 1. Ms. Fitterer - Snacks 2. Jill - PTO booth 3. \_\_\_\_\_ Snacks 4. \_\_\_\_\_ Games
      - Games: Cornhole, Frisbees, Sports Equipment
  - Clean up at 11:30 -
    - 1. \_\_\_\_\_ 2. \_\_\_\_\_

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### **\$1 Popcorn** - Committee Leader: \_\_\_\_\_

August 26nd (ongoing), Popcorn is passed out at 2:45 (limit 1 per person)

**Invite Info:** "To participate, please turn in the money to your child's teacher. Popcorn will be passed out during school in the afternoon."

- Volunteers Needed
  - Envelopes and class lists need to be distributed before Friday
  - Money and popcorn totals need to be collected and tallied around 10am
    - 1. \_\_\_\_\_
  - Volunteers: start popping popcorn at 1:00. (popper, sorters, pass out to classes)
    - 1. Jill 2. Jocelyn 3. \_\_\_\_\_ 4. \_\_\_\_\_
  - Advertising: Send out Remind/teacher emails on Monday, August 22.

**Donuts with Grown-Ups** - Committee Leader: \_\_\_\_\_

September 1st and 2nd, in courtyard, 7:45-8:15 (September 1st : Last names A-M, September 2nd: Last names N-Z)

**Invite Info:** "Donuts With Grownups is on September 1st & 2nd, from 7:45- 8:15 AM! Students are invited to bring a special grown-up to join them for donuts and refreshments.

To help with parking, we have divided the event by student last names. If those days do not work, please pick the day that works best!

Click here to RSVP: <https://forms.gle/JZz7DJ1yvXmoirsm6>

Thank you to Desert Financial Credit Union for sponsoring this event!"

- **Volunteers Needed:**
  - Desert Financial is donating the donuts and providing several helpers, PTO is purchasing the water
  - Tables (4), chairs (ask custodian), trash can, tablecloth, napkins, photobooth/decorations
  - Set- Up at 7:15am (6+) volunteers
    - 1.Desert Financial 2. Desert Financial 3. \_\_\_\_\_ 4. \_\_\_\_\_
    - 5. \_\_\_\_\_ 6. \_\_\_\_\_
  - Pass Out (8+) volunteers:
    - 1.Desert Financial 2. Desert Financial 3. \_\_\_\_\_ 4. \_\_\_\_\_
    - 5. \_\_\_\_\_ 6. \_\_\_\_\_ 7. \_\_\_\_\_ 8. \_\_\_\_\_
  - Clean Up (6+) volunteers:
    - 1.Desert Financial 2. Desert Financial 3. \_\_\_\_\_ 4. \_\_\_\_\_
    - 5. \_\_\_\_\_ 6. \_\_\_\_\_

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**Cookie Dough Sales** - Committee Leader: \_\_\_\_\_

9/15 - 9/30

- **Volunteers Needed:**
  - Need volunteers to sort and distribute order forms
    - 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
  - Need volunteers to put up posters around school (posters come from company)
    - 1. \_\_\_\_\_ 2. \_\_\_\_\_
  - Need a Spritwear committee member to input shirt orders and to sort and distribute them when they come in.
    - 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_