



# Granville Elementary School PTO

## Meeting Agenda

### 2022-2023 PTO Executive Board Meeting

**Date, Time, Location: September 12, 2022, 3:30 pm, Granville Elementary - Zeman's Room**

- I. Motion to approve meeting minutes from 8/16/22 - Approved
- II. Officer Reports
  - a. Principal's Report
  - b. President Natalie Spector, Vice President Austin Mullins
  - c. Secretary Jill Kuffel
    1. Need to put a link to the PTO website on the HUSD PTO website
    2. Accounts Housekeeping: First Place Spiritwear, AmazonSmile & Put In Cup - need account info in drive
  - d. Treasurer Kathryn Johansen
    1. 9/12 available balance: pending
    2. Donuts with Grown-ups Tips: \$188
      - Divide with teacher volunteers
    3. Spiritwear Sales: ~\$60
    4. Fry's: Jun - Aug (75 users) \$235.81
    5. Popcorn: \$571
    6. Would like to purchase Quick Books once we transfer to Desert Financial
      - Need to complete Arizona Corporate Commission form
  - 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
      - We did not get any donations from K or 1st grade - need to send out fliers next time
      - Staff Sweets - October - emails are scheduled to go out on September 26th
        - (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. Trunk at Fall Fest
  - g. Teacher Representative Report Amanda Zeman
- III. Projects and Committee Reports:
  - a. **Dine Outs, BoxTops, Fry's, and Amazon Smile** - Britney Rye
    1. Peter Piper Pizza - September 28th
    2. Ideas: Crumbl, Chick-fil-a, Mod Pizza, Papa John's
  - b. **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 4 helpers:
    3. Trader Joe's bags work the best for passing out popcorn
    4. Send out Remind/teacher emails on Monday, September 26th.
  - c. **Cookie Dough Sales** 9/15 - 9/30
    1. Principal: Money towards Habitat
    2. Need helpers to sort and pass out order forms, posters - DONE
    3. Need helpers to submit tshirt orders and to sort and pass out orders
  - d. **Staff Fun Friday** 9/23 4:00-5:00, Rosa's Pizza



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1. Invites have been sent and a reminder email has been scheduled
    - There is an ongoing list of RSVPs in the hospitality Google Drive
  2. Budget: \$100
  3. PTO Board members attending: Natalie, Austin
  - e. **Fall Fest** - October 19th - 5:30 - 7:30 (last year was 5 to 7 - sun goes down at 6)
    1. Natalie has started on the map/assignments
    2. Fliers are done - just need to update if needed
    3. Need to order glowsticks
    4. Need to add store to HUSD website
    5. Ask Desert Financial about POS
    6. Make large signage for "Skip the Line if you have a wristband"
  - f. **Santa's Workshop**
    1. Hutson signed up for Santa
- IV. Old Business:
- a. Gecko Walk Funds:
    1. Ordering river rocks to continue painted rock garden - Sheffert working on donation
      - Is someone interested in continuing this project? New art teacher?
    2. Courtyard - USA map
    3. Ordering more grade level playground equipment
    4. Researching Digital Signage:
      - Marquee - Jill spoke with Christopher Gilliland of Arizona Signs Plus, 602-509-8827, cgilliland@arizonasignsplus.com (They manufacture signs locally in Prescott Valley.)
        - (1) Chris will look up the local city ordinances
        - (2) Arizona Signs Plus can bring a demo trailer and we can see what signs would be best for our unique layout. We need a higher resolution since the sign would be viewed from up close - it gets blurrier the closer you get.
        - (3) The rough estimate for a 32 sq ft sign (4x8) could range anywhere from \$20,000 to \$50,000 + installation.
        - (4) Things Chris needs to know: Where will the power come from? What is the wall made of? What is behind the wall? Is there access behind the wall?
    5. Put Ins
      - Installed one Gecko
      - Need to order "Go Geckos" and more geckos
- V. New Business/Staff Requests:
- a. Staff Requests:
    1. Scheffert - \$79.39 - Creating a safe, welcoming, loving classroom - approve
    2. Erickson - \$13.08 - Card games - \$9.57 - sub plans - approve
  - b. New Business:
    1. Need to order at whiteboard sandwich board for PTO
- VI. Open items:
- a. Additional possible events:
    1. Family Nights (Science - ask Fulfer, Movies, Game)???



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2. Community Clean Up (May)

VII. Open Discussion, Input, Feedback

a.

VIII. Upcoming Events:

a. 9/13 PTO General Meeting - 3:30

b. 9/15 Cookie Dough Sales Starts

c. 9/23 Staff Fun Friday

d. 9/28 Dine Out - Peter Piper Pizza

e. 9/30 \$1 Popcorn

f. 10/3 PTO Board Meeting - 3:30

g. 10/4 PTO General Meeting - 3:30

h. 10/19 Fall Fest

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 Liaison: Kassi Knight, Teacher Representative Amanda Zeman