



Granville Elementary School PTO

Meeting Agenda

2022-2023 PTO Executive Board Meeting

Date, Time, Location: November 7, 2022, 3:30 pm, Granville Elementary - Zeman's Room

- I. Motion to approve meeting minutes from 10/4/22
- II. Officer Reports
 - a. Principal's Report
 - b. President Natalie Spector, Vice President Austin Mullins
 1. Patricia Chambers will be shadowing Natalie and needs access to email, drive, etc
 - Patricia to take over in January- do we need an official vote?
 - 2.
 - c. Secretary Jill Kuffel
 1. Social Media info and images are completed for Santa's Workshop. It is in the Drive and shared with Elena Pearson.
 2. Our PTO member contact list consists of 410 emails and we are averaging 4 parents that attend meetings.
 3. Our social media interaction stats are low. Liberty and Bradshaw get reposted by the district - wondering how we can get reposted as well.
 - d. Treasurer Kathryn Johansen
 1. 11/7 available balance: _____
 2. MOD Pizza Dine Out: \$369.82
 3. Panda Express Dine Out: Still waiting on results
 4. Final Cookie Dough Sales Profits: Total profit = \$12,425
 5. Fall Fest:
 6. Spiritwear Sales Update: YTD \$97.79, Quarterly: \$16.21(5 products sold)
 7. Staff Balances: need to make updated slips to give to teachers
 8. Arizona Corporate Commission Update
 - Purchase Quick Books once we transfer to Desert Financial
 - e. Hospitality Jocelyn Bucholtz
 1. Staff Sweets
 - (1) Dec 7: Community Partners, Jan 18: 6&K, Feb 1: 1&2, March 1: 3&6, April 5: 5&4, May (Teacher Appreciation)
 - (2) Budget \$30/month - Check in on Tuesday before the event to see what treats we have, 2 Birthday prizes each month, in the PTO closet
 - f. Community Partner Liason: Kassi Knight
 1. Coin rolls
 2. Dec 7th Staff Sweets Treat Donation
 - g. Teacher Representative Report Amanda Zeman
- III. Projects and Committee Reports:
 - a. **Dine Outs, BoxTops, Fry's, and Amazon Smile** - Brittney Rye
 1. We have done well with recent dine outs, still waiting on Panda Express results
 2. Need to schedule one for January
 3. Schedule posts regularly on Facebook about box tops/Fry's/Amazon Smile
 - Do we want to put these earnings directly toward a specific thing?
 - b. **Friday \$1 Popcorn (next one is in January)**
 1. Do we have enough popcorn/shopping bags for January?



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- 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, need at least 4 helpers, use paper grocery bags
 - c. **Cookie Dough Sales 9/15 - 9/30**
 1. Delivery Wednesday 11/9 - Delivery at 1:00. Pick-up from 2:00-6:00
 2. Do we have an estimated delivery date for t-shirt/sweatshirt order?
 3. Next year: add incentives
 - d. **Fall Fest - October 19th - 5:30 - 7:30 (last year was 5 to 7 - sun goes down at 6)**
 1. Notes for next year:
 - 1.5 hours instead of 2
 - # of pizzas: ____, ask for plates
 - e. **Staff Fun Friday 11/18**
 1. **Location: Call Casa Perez 4:30 - 5:30**
 - f. **Santa's Workshop 12/7 5:00-7:00 & 12/8 3:00-6:00 (We do not have another meeting before this event)**
 1. Times?
 2. Are fliers being delivered? Need someone to sort and pass out fliers.
 3. Need tree for angel tree and blank ornaments to pass out to staff
 4. Backdrop for Santa (possible carport decorated as a gingerbread house)
 5. Order crafts, same
 6. Cookies and Hot Chocolate (cocoa, marshmallows, sprinkles)
 7. Hutson signed up for Santa (pass out candy canes?)
 - g. **Staff Holiday Party 12/21 at 2:30**
 1. Need an activity- any ideas?
 2. What do we provide for the potluck? Drinks and plates/utensils?
 3. Invitations are ready (just need to finalize details)
 - h. **Additional Fundraising**
 1. \$1 Spirit Days - \$1 to wear a hat, or \$1 to wear slippers ... (ask Scarpa)
- IV. **Old Business:**
- a. **Gecko Walk Funds:**
 1. Ordering river rocks to continue painted rock garden - Scheffert working on donation
 2. Courtyard - USA map (Alaska to scale if possible?)
 3. Researching Digital Signage - still pending
 4. Put Ins - Installed one Gecko, Ordering "Go Geckos" and more geckos
- V. **New Business/Staff Requests:**
- a. **Staff Requests:**
 1. Rachel Pfeil- requesting that we purchase a 3-hole punch for organization purposes in her classroom- does not have one. We can find one on Amazon ranging from \$9-\$30.
 2. Karen Willis and Laura Russo- requesting reimbursement of \$109 for Secret Stories Phonics Kit to assist special education teachers with teaching phonics; to supplement reading time. Karen Willis purchased, but they both want to use fund to do cover
 3. Brittney Rye- requesting reimbursement of \$32.92 for purchase of Games for centers in the library



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4. Jamie Huber- requesting PTO purchase books for Focus Zone totaling \$62.01, these will be read to students to help kids with visuals of self regulation
 5. Michelle McFarland would like to donate her PTO balance to Arianna Guest (art teacher)
- b. New Business:
- VI. Open items:
- a. Book Fair
 1. Need parent helpers 11/14- 11/18
 2. "Bananas for Teachers"
 - b. Additional possible events:
 1. Family Nights (Science - ask Fulfer, Movies, Game)???
 2. Community Clean Up (May)
- VII. Open Discussion, Input, Feedback
- a.
- VIII. Upcoming Events:
- a. 11/8 PTO General Meeting - 3:30
 - b. 11/18 Staff Fun Friday
 - c. 12/7&8 Santa's Workshop
 - d. 12/21 Staff Holiday Party

Minutes transcribed by: Jill Kuffel/Natalie Spector

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