



Navarre PTO Meeting Minutes
General Meeting
January 23, 2025 - 3:30pm- Library

Meeting was called to order at 3:30pm by Brigit Mendoza, PTO President

Meeting was attended by the following board members: Brigit Mendoza, Erin Fries, Pamela Rodriguez-Pena, Amy Landrey Meskill, and Jenna Hamilton. Please see attached sign-in sheet for others in attendance.

- **President's Welcome-**

- Welcome, this is our meeting as we prepare for Squawk Dash

- **Principal's Report-**

- Mrs. Whitlark provided an update on the "Reimagining" library project. The project has been delayed, but construction is expected to begin over spring break. They anticipate that the project should be completed prior to the start of next school year.
 - Mrs. Whitlark announced that she decided to cancel the Heart Challenge for this school year.

- **Approval of Minutes-** last two meetings, 8/15/2024 and 11/21/2024

- Minutes were reviewed, Brigit Mendoza asked for a motion to approve the 8/15/2024 and the 11/21/2024 meeting minutes, Mrs. Whitlark motioned to approve both sets of meeting minutes, Mrs. Vohan seconded the motion, minutes were approved.

- **Financial Report-**

- o Treasurer's Report is attached

- All line items with an * are final numbers

Income:

Barros Restaurant Night \$245

Fry's Rewards \$461

Box Tops \$73

Expenses:

Classroom reimbursements \$712

Staff Appreciation \$1,520

PTO Supplies/Subscriptions \$397

Family Movie Night \$500

-A reminder that teachers have a \$200 classroom incentive, please use it and submit reimbursement prior to May 2025. You do not need to wait till the end of the school year to submit your receipts for reimbursement.

- **LET'S GLOW Family Dance:**

- o Friday, Feb. 7 from 6-8pm in MPR. Tickets are \$10 each: includes desserts, craft, DJ, and photo booth. This is not a drop off event, kids need an adult present. Tickets on sale through Feb. 4th. Staff are free and immediate family members are \$5 each. Please join us!

- **Squawk Dash-**

- What is Squawk Dash? Our only fundraiser and 100% of the proceeds stay at Navarre. This is our 11th year in 2025! Students reach out to family and friends for monetary donations on our online portal ([LivingTree](#)); timeline is February 21 – March 9. Our overall goal this year is \$22,000!
- The actual “Squawk Dash” is an obstacle race that students participate in on Friday, March 7th. Please encourage parents to come watch their child's race!
- Encourage grade levels to set goals that can be immediately given during fundraising. Some ideas: movie day, bring in a stuffed animal, lunch with the teacher, park trip to Chuckwalla. *Don't forget the class incentive of \$30 this year; use as a grade level or by class (submit your receipts for reimbursement).*
-The \$30 incentive can be used for any incentives purchased to be used to reward students during the 2-week fundraising period.
- Classroom updates will be given on these specific days: 2/26, 2/28, 3/3, and 3/5. We are not able to update daily, so please plan accordingly =]
- School wide incentives! \$6k- Extra recess, \$12k- DJ + music at lunch, \$18k- Mrs. Whitlark & Mrs. DeCarlo in inflatable costumes all day, \$22k- inflatable race for staff. Will be given shortly after we hit the goal for the incentive!
-Typically within 24 hours.
- For every \$25 the student brings in, they will receive a ticket in the grand prize drawing. Grand prizes are: Nintendo Switch, Instax instant camera bundle, \$100 Main Event gift card. Dunk Tank: every student that brings in \$50 will get a chance to dunk Mrs. Whitlark!
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- Also have highest grade level prizes: ice cream/ pizza/ donuts. Note: grand prize drawings, grade level prizes, and dunk tank day will happen once we return from Spring Break.
- Staff Sponsor Incentives- *Find us a sponsor, we give you a gift card!!*
 - \$1000 or \$1500 sponsor = \$50 Amazon, Target, or Fry's
 - \$500 sponsor = \$25 Amazon, Target, or Fry's
 - \$250 sponsor = \$10 Starbucks or Amazon***Please note: All sponsorships are needed by February 14th.*
-We are no longer able to obtain the larger sponsorships from the bigger corporations (Albertsons and Safeway). Please help us to secure sponsors for this year.
- Squawk Dash shirt design: vote in your class on 1/31/25- we will be tallying PER DESIGN this year; you will count totals for all 3 final designs and turn into the front office by lunch. Thank you!
-We had so many great entries this year! We narrowed it down to the top 14.

- **Upcoming Events-**

- January 30- Peter Piper Pizza fundraiser for Mrs. Whitlark's birthday! Event is from 4-8pm, will sing "Happy Birthday" at 5:30pm. PPP is excited to offer a FREE personal one topping pizza and a drink to all Navarrete Staff with a valid school ID badge!
- February 12- Restaurant night at Chipotle (Val Vista)- from 4-8pm and there is a code for pickup in the drive thru! Note: this is an early release/conference day.
- March 29- Sunshine Acres Donation Drive (12-2pm)- also Sun Groves Garage Sale weekend!
- April 14 and 16- Topgolf Nights- \$65 for 6 people for 2 hours, unlimited sodas- tickets available via presale only!
- April 23- Someburros restaurant event- all day at the Gilbert and Chandler Heights location.

Next PTO General Meeting: April 17, 2025

Open Discussion:

-Mrs. King asked if PTO would still like to have support from STUCO on the day of the Squawk Dash. Yes, help with the younger students (K-3), Teachout and Andrus. Would also like to have Squawk make appearances throughout the day for photos by the backdrop.

-Mrs. Whitlark shared that the Little Explorers are planning to come out and watch during the Dash to see if it might be something that they could participate in in the future.

-Mrs. Buist asked about having a coffee cart to come to the school for teachers to purchase a coffee in the morning. Erin explained that due to our location we have had difficulty with getting food trucks to come out to the school without requesting a minimum number of sales to be met. Something that could be researched a bit more.

Meeting was adjourned at 3:52pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Jenna Hamilton, PTO Secretary

Navarrete Elementary PTO FY 2024

Treasurer's Report

07/01/2024 - 06/30/2025

As of 01/21/2025

Contributions and Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Restaurant Nights	\$949.57	-	\$949.57	\$2,000.00	-\$1,050.43
Crowdfunding					
Squawk Dash	-	-	-	\$20,000.00	-\$20,000.00
Crowdfunding Totals	-	-	-	\$20,000.00	-\$20,000.00
Corporate Giveback Programs					
Fry's Rewards	\$1,444.57	-	\$1,444.57	\$2,000.00	-\$555.43
Other Corp Giveback Programs	\$994.00	-	\$994.00	\$1,000.00	-\$6.00
Corporate Giveback Programs Totals	\$2,438.57	-	\$2,438.57	\$3,000.00	-\$561.43
Contributions and Grants Totals	\$3,388.14	-	\$3,388.14	\$25,000.00	-\$21,611.86
Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Book Fair	\$2,895.17	\$1,614.19	\$1,280.98	\$2,800.00	-\$1,519.02
Spirit Apparel/Promo Items	\$6,388.56	\$4,144.84	\$2,243.72	\$2,500.00	-\$256.28
Carnivals/Festivals					
Fall Ball	\$3,426.83	\$1,946.56	\$1,480.27	\$1,500.00	-\$19.73 ✖
Fall Ball Vendor Booths	\$383.83	-	\$383.83	\$400.00	-\$16.17 ✖
Carnivals/Festivals Totals	\$3,810.66	-\$1,946.56	\$1,864.10	\$1,900.00	-\$35.90
Social Events					
Tears and Cheers & MTT	-	\$66.35	-\$66.35	-\$200.00	\$133.65 ✖
Bingo Night	\$770.80	\$813.27	-\$42.47	-\$200.00	\$157.53 ✖
Donuts with Grownups	-	\$471.14	-\$471.14	-\$700.00	\$228.86 ✖
Veteran's Day	-	\$70.89	-\$70.89	-\$100.00	\$29.11 ✖
Family Movie Night	-	\$492.01	-\$492.01	-\$400.00	-\$92.01 ✖
Winter Dance	-	\$20.00	-\$20.00	\$1,200.00	-\$1,220.00
Family Top Golf Activity	-	\$970.20	-\$970.20	-\$50.00	-\$920.20
KTOS	-	-	-	\$1,500.00	-\$1,500.00
Social Events Totals	\$770.80	-\$2,903.86	-\$2,133.06	\$1,050.00	-\$3,183.06
Fundraising Totals	\$13,865.19	-\$10,609.45	\$3,255.74	\$8,250.00	-\$4,994.26
Management & General/Operating	Income	Expenses	Year to Date	Net Budget	More/-Less
Office Expense					
Front Office Staff Supplies	-	\$70.00	-\$70.00	-\$300.00	\$230.00
PTO Administrative Supplies	-	\$291.13	-\$291.13	-\$500.00	\$208.87
Office Expense Totals	-	-\$361.13	-\$361.13	-\$800.00	\$438.87

Management & General/Operating	Income	Expenses	Year to Date	Net Budget	More/-Less
Merchant Account Fees					
Bank Fees	-	-	-	-\$100.00	\$100.00
Membership Fees	-	\$329.91	-\$329.91	-\$650.00	\$320.09
Merchant Account Fees Totals	-	-\$329.91	-\$329.91	-\$750.00	\$420.09
Management & General/Operating Totals	-	-\$691.04	-\$691.04	-\$1,550.00	\$858.96
Other Program Services	Income	Expenses	Year to Date	Net Budget	More/-Less
Admin/PTO Services					
Staff Appreciation	\$665.28	\$2,228.34	-\$1,563.06	-\$5,000.00	\$3,436.94
Health Office	-	-	-	-\$200.00	\$200.00
Principal Discretionary Fund	\$480.52	\$537.45	-\$56.93	-\$1,000.00	\$943.07
Principal Reward Fund	-	-	-	-\$1,000.00	\$1,000.00
Science Camp Buses (50%)	-	\$2,673.46	-\$2,673.46	-\$1,200.00	-\$1,473.46 *
AR Millionaire Club	-	-	-	-\$500.00	\$500.00
AR Fee (50%)	-	-	-	-\$1,200.00	\$1,200.00
Bereavement/Celebratory/Illness	-	-	-	-\$500.00	\$500.00
Volunteer Appreciation	-	-	-	-\$200.00	\$200.00
2023-2024 Staff Appreciation Expenses (Timing)	-	\$1,732.51	-\$1,732.51	-\$1,735.00	\$2.49 *
Misc Exp	\$105.64	\$132.59	-\$26.95	-\$100.00	\$73.05
Admin/PTO Services Totals	\$1,251.44	-\$7,304.35	-\$6,052.91	-\$12,635.00	\$6,582.09
Classroom Enhancements					
Kindergarten	-	\$198.83	-\$198.83	-\$400.00	\$201.17
1st Grade	-	-	-	-\$400.00	\$400.00
2nd Grade	-	\$51.87	-\$51.87	-\$400.00	\$348.13
3rd Grade	-	\$162.50	-\$162.50	-\$400.00	\$237.50
4th Grade	-	\$154.30	-\$154.30	-\$600.00	\$445.70
5th Grade	-	\$60.53	-\$60.53	-\$600.00	\$539.47
6th Grade	-	\$243.81	-\$243.81	-\$600.00	\$356.19
Special Education	-	\$66.99	-\$66.99	-\$400.00	\$333.01
Art Masterpiece	-	\$53.20	-\$53.20	-\$500.00	\$446.80
Speech & Resources	-	\$283.50	-\$283.50	-\$400.00	\$116.50
Councilor	-	-	-	-\$100.00	\$100.00
Classroom Enhancements Totals	-	-\$1,275.53	-\$1,275.53	-\$4,800.00	\$3,524.47
Specials Enhancements					
Computer Lab	-	\$322.00	-\$322.00	-\$1,000.00	\$678.00
Music	-	\$282.44	-\$282.44	-\$1,000.00	\$717.56
PE Equipment	-	-	-	-\$1,000.00	\$1,000.00
Library/Media Room	-	-	-	-\$500.00	\$500.00
Specials Enhancements Totals	-	-\$604.44	-\$604.44	-\$3,500.00	\$2,895.56

Other Program Services	Income	Expenses	Year to Date	Net Budget	More/-Less
School Enhancements					
Technology Enhancements	-	\$1,391.23	-\$1,391.23	-\$2,500.00	\$1,108.77
Courtyard/Playground Enhancements	-	\$314.18	-\$314.18	-\$10,000.00	\$9,685.82
School General Enhancements	-	\$1,070.02	-\$1,070.02	-\$1,000.00	-\$70.02
School Enhancements Totals	-	-\$2,775.43	-\$2,775.43	-\$13,500.00	\$10,724.57
Other Program Services Totals	\$1,251.44	-\$11,959.75	-\$10,708.31	-\$34,435.00	\$23,726.69
Other Expenses					
CSB Pro-Rata Share	-	\$1,166.20	-\$1,166.20	-\$1,250.00	\$83.80 *
Other Expenses Totals	-	-\$1,166.20	-\$1,166.20	-\$1,250.00	\$83.80
Grand Totals					
	\$18,504.77	-\$24,426.44	-\$5,921.67	-\$3,985.00	-\$1,936.67

Bank Account Balances	07/01/2024	06/30/2025	Last reconciled	Summary for the Period	
MidFirst Checking	\$45,876.34	\$39,954.67	12/31/2024	Starting Total	\$45,876.34
Cash on Hand	-	-	Never	Income	\$18,504.77
Totals	\$45,876.34	\$39,954.67		Expenses	-\$24,426.44
Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.				Ending Total	\$39,954.67

Submitted by: Erin Fries Signature: Erin Fries Date: 1/20/25

* Accounts that are final for this school year.

PTO GENERAL MEETING SIGN-IN SHEET

DATE: 1-23-25

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