PTO Meeting Minutes
January 16, 2024
Start Time: 5:31 PM

In attendance: Lenea Ortiz, Adriana Perez, Claudia Apodaca, Audrey Dedough-Berg, DeAnna Adler, Sarah Welch, Cogee Fields, Vanessa Avila

Adriana made a motion to approve the minutes from December. Lenea seconded. Motion passes.

Old Business:

- Teacher request form process. PTO will need to come up with a system to keep track of requests.
    - Can we create a google form for teachers to fill out?
    - Sarah is going to look at old documents and come up with a form to fill out
- Decide how teachers will pay for field trips and stuff. Do we give them the debit card, ask for a bill, or get checks?
    - Can the bank get a "purchasing card" that we could let teachers take? They would need to sign it out and sign it back in with receipts.
- Claudia asked if we wanted her to continue doing the advertising for the fundraisers at local businesses.
    - We are working on getting an email address but there have been some glitches. We need an email before we can start a Facebook page. Once it's established, LJIS page can share it.
    - LJIntermediatePTO@gmail.com is what we should use so it's the same as the primary
    - The secretary will update mailing lists with the email addresses

New Business:

- We will be getting checks. Everyone has signed at the bank. The debit cards will be coming in 14-20 days.
- $30,000.00 has been deposited.
- As soon as we get the debit cards someone needs to go to Wal-Mart and get the positive paws prizes for January and every month going forward. $60.00 a month.
- Sarah brought up Book-it and asked why it's not being done. Claudia said she'd share with the teachers that they can sign up for book-it to reward kids for reading books
- We need to start conversations about the big fundraiser in the fall.
    - DeAnna mentioned that the primary is going to do the big fundraiser every other year.
    - We can do smaller fundraisers throughout the year
    - We are still talking about and looking into a casino night

Financial Report:

- Nicole Romero needs to be paid $518.00 for the pens staff received for the Christmas party.
- Books still need to come out - around $200.00
- Hot cocoa is coming out - $100.00
- Speakers are coming out at $961.00
- Checks will need to be signed by two officers

February 6th is the PIE meeting for the quarter

Next Meeting: February 13, 2024 at 5:30
Meeting Adjourned at: 6:15