PTO Meeting Minutes
February 13, 2024
Start Time: 5:29 PM

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

Lenea made a motion to approve the minutes from January 16th. Audrey seconded. Passes

Old Business:

- Teacher Request Google Form- Sarah Fields
    - Field Trips and General Request
- FNB Debit Card//Checks//Purchasing Card
- Claudia Facebook marketing//Local Fundraisers//PTO PIE updates
- Pawsitive Paw Awards purchase for the remainder of the year
- Big Fundraiser with Joel Zarr in the Fall

New Business

- PTO Gmail-Adriana Perez
    - ptoljintermediate@gmail.com
        - Credentials will be provided to 2024 PTO Officers
            - We will update when we go into each new year with new officers
    - Adriana will create groups
        - She hasn't been able to create any yet but the groups will be created so we can send the minutes to a group
    - Google Docs can be used to update PTO Agenda or create any documents needed for PTO
        - Lenea can use the google docs from the PTO email address to start typing the minutes so when it comes time to pass the duty of secretary, she can just share the credentials and the minutes are there
- Facebook PTO Page
    - Adriana will create a facebook page and we can begin sharing updates that the school can also share so we can build our following
- Field Trips
    - P-Card Update
        - They don't offer a p-card
        - They recommended we DO NOT share the cards with anyone outside of PTO officers.
        - For field trips, we will need exact dollar amounts so we can write a checks or we can call and pay by phone
    - Tax Exempt Update
        - $275.00 to file
        - Lenea made a motion to approve $275.00 to apply for the tax exempt card. Sarah seconded, motion passes

        - It could take up to 3 weeks to get our tax exempt card
- Fundraising Opportunities
    - Big Fundraiser-Joel Zarr
        - No big fundraiser for 2024-2025 school year
    - Local Fundraiser
        - SOCO FroYo
        - What the Fudge
        - DeAnna asked if we have been receiving the checks from those fundraisers and we have not. Sarah will go pick them up and deposit them
    - Additional Fundraising opportunities
        - Adriana will send the list of fundraising opportunities and we will discuss it next month
- Teacher Request
    - Maria Cristuta came for 5th grade to request money for their field trip $744.00
        - Air Force Academy Planetarium and Skate City
        - May 16, 2024 leaving at 8am and returning at 5
        - There will be 93 students attending with approximately 10 adults
        - Deanna made a motion to approve up to $950.00 for the 5th grade field trip. Adriana seconded. Motion passes
        - 5th grade will get a more accurate number so we can write a check
    - Lenea asked for $3200.00 for Boondocks which includes a 4 hour attraction pass, 3 slices of pizza, and McDonald's on the way home.
        - Audrey made a motion to approve spending up to $3500.00 on the 6th grade field trip Adriana seconded. Motion passes

Financial Report

- $30,000 as of 01/16/2024
    - Current Balance - Not sure yet, we are still working on verifying what we need to reimburse EOSD for
    - We will have an updated balance next month
- Sarah Fields
    - Nicole Romero-$518.00
        - She has been paid by the school but we need to reimburse the school
        - Lenea will get an invoice from Erica so we can pay it
    - Pawsitive Paw Awards
        - Purchased for the rest of the year

Other Business

Meeting Adjourned at 6:00 PM
Next Meeting: March 12, 2024 @ 5:30