



Navarre PTO Minutes
General Meeting
August 14, 2025 - 3:30pm- C31

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

The meeting was attended by the following board members: Brigit Mendoza, Erin Fries, Jenna Hamilton, Amy Meskill and Paula Walling. Please see the attached sign in sheet for others in attendance.

□ **President's Welcome-**

Welcome and thank you for attending, we are excited for a new school year

□ **Principal's Report-**

Mrs. Whitlark shared that she had a walk through of the new library/media space. She anticipates that they have another 3 weeks of work before Mrs. Carpenter will be able to begin the process of getting books and items back into the space. She's unsure if she will be looking for volunteers. There's a ribbon cutting ceremony that's scheduled at 9am on 10/10, everyone is welcome to attend.

□ **Approval of Minutes-** *last meeting: 04/17/25*

Brigit briefly reviewed the minutes from the last meeting.

Brigit Mendoza asked for a motion to approve the minutes from 4/17/25

Ms. Itsell motioned to approve the minutes

Mrs. Whitlark seconded the motion

Minutes approved

□ **PTO Updates-**

- *Bingo night rescheduled to August 22, please sign up to be a celebrity caller as we now have more openings*

We appreciate everyone's flexibility with Bingo Night having to be rescheduled

Mrs. Whitlark confirmed that the ACs have been repaired and are working

If you are interested in being a "Celebrity Caller" please reach out, we have a few spots available

□ **Restaurant Events-**

- *Someburros (Gilbert and Chandler Heights) on Thursday, August 21— ALL DAY! We will receive 30% back- please mention Navarre Elementary when you order.*

□ **School Improvements Update-**

- *Projects for 25-26: staff radios, new benches, items for new media space*

Core Value signage

□ **Financial Report-**

- *Review budget, remind teachers of \$200 classroom funds, vote to approve 2025-2026 budget*

Erin Fries, Treasurer, reviewed the budget

Erin reiterated that should a need for your classroom/grade level, etc. arise please reach out

to the PTO

Brigit Mendoza asked for a motion to approve the 25-26 Budget

Erin Fries motioned to approve the budget

Mrs. Whitlark seconded the motion

25-26 Budget approved

□ **Donuts with Grownups-**

- *Thursday, September 18th at 7:45am in the courtyard. Staff sign up to help serve will be emailed soon- thank you!*
- *This event replaces Donuts with Dad/ Muffins with Mom. All students will be able to have a donut, regardless of if they have a parent/guardian attending.*

There will be 8 staff spots available to help with donut distribution that morning

Brigit will connect with Mrs. Coakley to coordinate having STUCO/Squawk at the event

□ **Fall Ball & Vendor Fair-**

- *Friday, October 17th from 6-8pm in the Navarrete Courtyard. Moving DJ in MPR, closing basketball courts this year.*
- *Staff, the kids love to see you at this event! We could use your help with ticket sales and gate monitoring.*

We are looking to have staff help with keeping people from accessing the basketball courts/playground. We will also need someone at the MPR doors that exit onto Doral

We need to determine where to have the games set up

Vanessa asked about a parent/student that had expressed interest in being a food vendor.

Erin explained that she's anticipating some changes to the requirements for food vendors and will provide an update once she receives the information.

Need to work out the details for the costume contest, maybe the DJ could run it for us?

Bookfair will be open during Fall Ball, we will need to really monitor food/drinks not coming into the space

Storybook Pumpkin, no real pumpkins allowed this year

□ **Open Discussion-**

Please reach out, we're here

Meeting adjourned at 3:51pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Jenna Hamilton, PTO Secretary

Next PTO General Meeting: November 20, 2025

Navarrete Elementary PTO FY 2025

Budget Report

Funds available at beginning of financial year (07/01/2025)			\$47,572.94
Contributions and Grants	Budgeted Income	Budgeted Expenses	Budget Net
Corporate Giveback Programs - Fry's Rewards	\$2,000.00	-	\$2,000.00
Corporate Giveback Programs - Sunshine Acres	\$1,800.00	-	\$1,800.00
Corporate Giveback Programs - All Other	\$100.00	-	\$100.00
Corporate Employer Matching	-	-	-
Sponsorship Revenue - Squawk Dash	\$3,000.00	-	\$3,000.00
Thon Activity Revenue - Squawk Dash	\$23,000.00	-	\$23,000.00
Single Contribution <\$1,000 - Staff Appreciation Donations	\$400.00	-	\$400.00
Single Contribution >\$1,000 - Squawk Dash	-	-	-
Contributions and Grants Totals	\$30,300.00	-	\$30,300.00
Fundraising Revenue	Budgeted Income	Budgeted Expenses	Budget Net
Restaurant Night Revenue	\$2,000.00	-	\$2,000.00
Book Fair Revenue	\$7,000.00	-	\$7,000.00
Spirit Gear Revenue	\$5,000.00	-	\$5,000.00
Carnivals/Festivals Revenue - Fall Ball	\$3,400.00	-	\$3,400.00
Social Event Revenue - Bingo	\$700.00	-	\$700.00
Social Event Revenue - Winter Dance	\$2,500.00	-	\$2,500.00
Social Event Revenue - Topgolf	\$2,500.00	-	\$2,500.00
Social Event Revenue - Kids Take Over	\$2,000.00	-	\$2,000.00
Social Event Revenue - Suns Game	\$2,000.00	-	\$2,000.00
Fundraising Revenue Totals	\$27,100.00	-	\$27,100.00
Fundraising Event Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Thon Activity Expenses - Squawk Dash	-	-\$8,000.00	-\$8,000.00
Book Fair Expenses	-	-\$5,000.00	-\$5,000.00
Spirit Gear Expenses	-	-\$3,500.00	-\$3,500.00
Carnivals/Festivals Expense - Fall Ball	-	-\$2,000.00	-\$2,000.00
Social Event Expenses - Tears & Cheers and MTT	-	-\$200.00	-\$200.00
Social Event Expenses - Bingo	-	-\$800.00	-\$800.00
Social Event Expenses - Donuts with Grownups	-	-\$700.00	-\$700.00
Social Event Expenses - Veterans Day Celebration	-	-\$100.00	-\$100.00
Social Event Expenses - Movie Night	-	-\$500.00	-\$500.00
Social Event Expenses - Winter Dance	-	-\$1,600.00	-\$1,600.00
Social Event Expenses - Topgolf	-	-\$2,500.00	-\$2,500.00
Social Event Expenses - Kids Take Over	-	-\$400.00	-\$400.00
Social Event Expenses - Suns Game	-	-\$2,000.00	-\$2,000.00
Social Event Expenses - Campus Celebrations	-	-\$1,500.00	-\$1,500.00
Fundraising Event Expenses Totals	-	-\$28,800.00	-\$28,800.00
Program Service Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Information Technology Expenses - Membership Fees	-	-\$500.00	-\$500.00
Information Technology Expenses - AR Fees	-	-\$2,600.00	-\$2,600.00
Merchant Acct Fees Expenses - Bank Fees	-	-\$100.00	-\$100.00
Supplies & Office Expenses - Front Office Supplies	-	-\$300.00	-\$300.00
Supplies & Office Expenses - PTO Admin Supplies	-	-\$500.00	-\$500.00
Supplies & Office Expenses - Health Office Supplies	-	-\$200.00	-\$200.00

Program Service Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Supplies & Office Expenses - Art Masterpiece Supplies	-	-\$500.00	-\$500.00
Appreciation Expenses - Staff Appreciation	-	-\$6,000.00	-\$6,000.00
Appreciation Expenses - Volunteer Appreciation	-	-\$500.00	-\$500.00
Appreciation Expenses - Bereavement/Retirement/Illness	-	-\$200.00	-\$200.00
Competitions/Camps Expenses - Science Camp Busses	-	-\$2,500.00	-\$2,500.00
Student Awards/Gift Expenses - AR Millionaire	-	-\$500.00	-\$500.00
Student Awards/Gift Expenses - Principal Reward Fund	-	-\$1,000.00	-\$1,000.00
Teacher Supply Expenses - Kindergarten	-	-\$400.00	-\$400.00
Teacher Supply Expenses - 1st	-	-\$400.00	-\$400.00
Teacher Supply Expenses - 2nd	-	-\$400.00	-\$400.00
Teacher Supply Expenses - 3rd	-	-\$400.00	-\$400.00
Teacher Supply Expenses - 4th	-	-\$400.00	-\$400.00
Teacher Supply Expenses - 5th	-	-\$600.00	-\$600.00
Teacher Supply Expenses - 6th	-	-\$600.00	-\$600.00
Teacher Supply Expenses - Special Education	-	-\$400.00	-\$400.00
Teacher Supply Expenses - Speech & Resources	-	-\$400.00	-\$400.00
Teacher Supply Expenses - Counselor	-	-\$100.00	-\$100.00
Teacher Supply Expenses - Computer Lab	-	-\$1,000.00	-\$1,000.00
Teacher Supply Expenses - Music	-	-\$1,000.00	-\$1,000.00
Teacher Supply Expenses - PE Equipment	-	-\$1,000.00	-\$1,000.00
Teacher Supply Expenses - Media Center	-	-\$1,000.00	-\$1,000.00
Program Service Expenses Totals	-	-\$23,500.00	-\$23,500.00
Management & General Operating Expenses	Budgeted Income	Budgeted Expenses	Budget Net
Pro-Rata Share	-	-\$1,250.00	-\$1,250.00
Management & General Operating Expenses Totals	-	-\$1,250.00	-\$1,250.00
Other Expenses	Budgeted Income	Budgeted Expenses	Budget Net
24-25 Other Expenses (Timing)	-	-	-
Technology Enhancements	-	-\$6,000.00	-\$6,000.00
Courtyard/Playground Enhancements	-	-\$6,000.00	-\$6,000.00
School General Enhancements	-	-\$2,000.00	-\$2,000.00
Other Expenses Totals	-	-\$14,000.00	-\$14,000.00
Grand Totals			
	\$57,400.00	-\$67,550.00	-\$10,150.00
Projected bank balance if on budget			\$37,422.94

NAVARRETE PTO GENERAL MEETING SIGN IN

DATE: 8/14/25

NAME	STAFF	PARENT
Amy Johnson	☒	☐
Gina Andersen	☒	☐
Michele Coakley	☒	☐
Heather Emrick	☒	☐
Cassie Itsell	☒	☐
Vanessa Whitlark	☒	☐
Jennifer Vohan	☒	☐
Amy Carpenter	☒	☐
Raeann Muñoz	☒	☐
Amy Landrey Meskill	☐	☒
Paula Walling	☐	☒
Jenna Hamilton	☐	☒
Brigit Mendoza	☐	☒
Erin Fries	☒	☒
	☐	☐
	☐	☐