



Navarre PTO MINUTES

General Meeting

November 20, 2025 - 3:30pm – Hawks Nest

Meeting was called to order at 3:29 by Brigit Mendoza, PTO President

Board members in attendance: Brigit Mendoza, Erin Fries, Amy Meskill, Paula Walling and Jenna Hamilton, please see attached Sign-In Sheet

- **President's Welcome-**
- **Principal's Report-** No updates, well wishes to Vanessa
- **Approval of Minutes-** *last meeting: 08/14/25*
Minutes were reviewed, Brigit Mendoza asked for a motion to approve the 8/14/25 meeting minutes, Mrs. DeCarlo motioned to approve the meeting minutes, Mrs. Vohan seconded the motion, the minutes were approved.
- **Financial Report-** Treasurer's Report is attached

Income:

Someburros - \$523
Fry's Rewards - \$502
Sunshine Acres - \$918
Spirit Wear Sales during Picnic - \$894
Fall Book Fair - \$1,280
Fall Ball - \$2,160

Expenses:

Spirit Wear purchased - \$730
Top Golf Down Payment - \$970
Classroom Reimbursements - \$515
School Enhancements - \$3,805
Pro-Rata Share \$1,170
Portion of Science Camp Buses \$2,673

With our new system there is a bit of timing issue, so not everything is captured on this report
Please continue to submit your reimbursement forms as you have them

- **Fall Ball Review-** We would love your feedback from the evening!

Vendor Booths	385.00
Raffle Tickets	400.00
Tickets	2,100.00
Photo Booth	(300.00)
DJ	(450.00)
Food Truck Donations	110.00
Food/Soda	370.00
Expenses	(455.00)
Total	2,160.00
# of tickets sold	691

We sold 80 less tickets than last year, but increased our ticket price this year

Fall Ball Feedback:

STUCO worked well in the courtyard

Only one bowling lane is needed next year

ROTC were great, very helpful

Next year should we consider a hand stamp vs a wristband for tickets sales at the gate

Keep wristband for presale tickets

Costume contest worked better, need to have the students walk around the perimeter of the MPR so everyone can see them better

- **PTO Projects/ School Enhancements-** Radios purchased, red benches update
All staff have radios!! Vanessa is still working on getting quotes for benches, there were some concerns about how hot they may get

- **Upcoming Events-**

- o Winter Movie Night- Friday, December 5- FREE EVENT! Gates open at 5:30pm, movie to begin at 6pm. Movie will be Santa Clause! We are collecting boxed cake mix or frosting for a raffle ticket.
This is not a drop off event, adults must attend

- o Peter Piper for Mrs. Whitlark's Birthday- Thursday, January 29, 2026

- o Family Dance- February 6, 2026- Open to all families! We will be forming a committee for this event, please reach out if you are interested in helping us plan.

PTO will put together an email together for teachers to send to parents asking for volunteers for upcoming events

Open Discussion:

PTO would like ideas for what we can spend money on, what is needed/wanted?

-Brain Pop Jr.

-STEM lab supplies

-3D printer supplies

-Author visits

-Cordless phones

-Disposable/movable whiteboards

There was a suggestion to use the Basha students who are on campus to help at SD

Meeting was adjourned at 3:53pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Jenna Hamilton, PTO Secretary

Next PTO General Meeting: January 22, 2026

Navarrete Elementary PTO FY 2025

Treasurer's Report

07/01/2025 - 06/30/2026

AS OF 10/31/2025 Bank Statement

Contributions and Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Corporate Giveback Programs - Fry's Rewards	\$986.13	-	\$986.13	\$2,000.00	-\$1,013.87
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	\$523.00	-	\$523.00	\$400.00	\$123.00
Single Contribution >\$1,000 - Squawk Dash	-	-	-	-	-
Contributions and Grants Totals	\$1,509.13	-	\$1,509.13	\$30,300.00	-\$28,790.87
Fundraising Revenue	Income	Expenses	Year to Date	Net Budget	More/-Less
Restaurant Night Revenue	\$460.88	-	\$460.88	\$2,000.00	-\$1,539.12
Book Fair Revenue	\$3,561.65	-	\$3,561.65	\$7,000.00	-\$3,438.35
Spirit Gear Revenue	\$2,882.00	-	\$2,882.00	\$5,000.00	-\$2,118.00
Carnivals/Festivals Revenue - Fall Ball	\$3,746.80	-	\$3,746.80	\$3,400.00	\$346.80
Social Event Revenue - Bingo	\$882.01	-	\$882.01	\$700.00	\$182.01
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	\$11,533.34	-	\$11,533.34	\$27,100.00	-\$15,566.66
Program Service Revenue	Income	Expenses	Year to Date	Net Budget	More/-Less
Other Program Service Revenue - Birthday Marquee	\$290.00	-	\$290.00	-	\$290.00
Program Service Revenue Totals	\$290.00	-	\$290.00	-	\$290.00
Fundraising Event Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Thon Activity Expenses - Squawk Dash	-	-	-	-\$8,000.00	\$8,000.00
Book Fair Expenses	-	\$300.00	-\$300.00	-\$5,000.00	\$4,700.00
Spirit Gear Expenses	-	\$1,458.65	-\$1,458.65	-\$3,500.00	\$2,041.35
Carnivals/Festivals Expense - Fall Ball	-	\$873.21	-\$873.21	-\$2,000.00	\$1,126.79
Social Event Expenses - Tears & Cheers and MTT	-	\$48.46	-\$48.46	-\$200.00	\$151.54
Social Event Expenses - Bingo	-	\$1,408.01	-\$1,408.01	-\$800.00	-\$608.01
Social Event Expenses - Donuts with Grownups	-	\$445.46	-\$445.46	-\$700.00	\$254.54
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	-	\$779.76	-\$779.76	-\$2,500.00	\$1,720.24
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	-	\$64.67	-\$64.67	-\$1,500.00	\$1,435.33
Fundraising Event Expenses Totals	-	-\$5,378.22	-\$5,378.22	-\$28,800.00	\$23,421.78
Program Service Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less

Program Service Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Information Technology Expenses - Membership Fees	-	\$154.27	-\$154.27	-\$500.00	\$345.73
Information Technology Expenses - AR Fees	-	\$2,642.18	-\$2,642.18	-\$2,600.00	-\$42.18
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	-	\$157.53	-\$157.53	-\$500.00	\$342.47
Supplies & Office Expenses - Health Office Supplies	-	-	-	-\$200.00	\$200.00
Supplies & Office Expenses - Art Masterpiece Supplies	-	-	-	-\$500.00	\$500.00
Appreciation Expenses - Staff Appreciation	-	\$1,021.00	-\$1,021.00	-\$6,000.00	\$4,979.00
Appreciation Expenses - Volunteer Appreciation	-	-	-	-\$500.00	\$500.00
Appreciation Expenses - Bereavement/Retirement/Illness	-	\$50.00	-\$50.00	-\$200.00	\$150.00
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	-	\$20.00	-\$20.00	-\$400.00	\$380.00
Teacher Supply Expenses - 4th	-	\$98.00	-\$98.00	-\$400.00	\$302.00
Teacher Supply Expenses - 5th	-	-	-	-\$600.00	\$600.00
Teacher Supply Expenses - 6th	-	\$43.53	-\$43.53	-\$600.00	\$556.47
Teacher Supply Expenses - Special Education	-	\$25.27	-\$25.27	-\$400.00	\$374.73
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	-	\$64.66	-\$64.66	-\$1,000.00	\$935.34
Teacher Supply Expenses - Media Center	-	\$289.95	-\$289.95	-\$1,000.00	\$710.05
Program Service Expenses Totals	-	-\$4,566.39	-\$4,566.39	-\$23,500.00	\$18,933.61
Management & General Operating Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
Pro-Rata Share	-	\$903.81	-\$903.81	-\$1,250.00	\$346.19
Management & General Operating Expenses Totals	-	-\$903.81	-\$903.81	-\$1,250.00	\$346.19
Other Expenses	Income	Expenses	Year to Date	Net Budget	More/-Less
24-25 Other Expenses (Timing)	-	\$443.89	-\$443.89	-	-\$443.89
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	-	-\$443.89	-\$443.89	-\$14,000.00	\$13,556.11
Grand Totals					
	\$13,332.47	-\$11,292.31	\$2,040.16	-\$10,150.00	\$12,190.16

Bank Account Balances	07/01/2025	06/30/2026	Last reconciled	Summary for the Period	
MidFirst Checking	\$47,572.94	\$49,613.10	10/31/2025	Starting Total	\$47,572.94
Cash on Hand	-	-	Never	Income	\$13,332.47
Totals	\$47,572.94	\$49,613.10		Expenses	-\$11,292.31
<i>Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.</i>				Ending Total	\$49,613.10

Submitted by:

Name: _____ Signature: _____ Date: _____

PTO sign in 11/20/2025

Brigit Mendoza

Jenna Hamilton

Christie DeCarlo

Erin Fries

Sarah Nenaber

Paula Walling

Amy Landrey Mestell

~~Jennifer~~

Gina Andersen

Michele Coakley

Ang John

Diana Miller