



Navarre PTO Minutes

General Meeting

January 22, 2026 - 3:30pm- Hawks Nest

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

Board members in attendance: Brigit Mendoza, Erin Fries, Amy Meskill, Paula Walling and Jenna Hamilton. Please see sign-in sheet for others in attendance.

- **President's Welcome-**

- **Principal's Report-** Mrs. Whitlark shared that they are gearing up for the A+ visit coming up. Thank you to Amy and PTO for putting together the welcome bags and clipboards for the A+ judges.

- **Approval of Minutes-** *last meeting: 11/20/2025*

Minutes were reviewed, Brigit Mendoza asked for a motion to approve the 11/20/2025 meeting minutes. Mrs. Whitlark motioned to approve the meeting minutes, Mrs. Traylor seconded the motion, the minutes were approved.

- **Financial Report-**

- o Treasurer's Report is attached

Income:

Café Zupas Restaurant Night \$132

Spirit Sales \$854

Suns Ticket Sales \$3,000

Expenses:

Classroom reimbursements \$1,710

Social Events (Veterans & Movie) \$465

Book Fair Invoice \$2,155

Spirit Wear Purchase \$2,076

Suns Tickets – Final Payment \$2,320

- **Family Dance:**

- o Friday, Feb. 6th 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. 3rd, online only. Staff and family are FREE this year!

- **Squawk Dash-**

- o What is Squawk Dash? Our only fundraiser and 100% of the proceeds stay at Navarre. This is our 12th year in 2026! Students reach out to family and friends for

monetary donations on our online portal; timeline is February 20 – March 8. Our overall goal this year is \$22,000!

This year we will only be using Zeffy.

As a group we discussed that Zeffy asks for a "donation" upon check out. We discussed that we would add a note to the description stating that the extra donation is not required.

- The actual "Squawk Dash" is an obstacle race that students participate in on Friday, March 6th. 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).*
 - Classroom updates will be given on these specific days: 2/25, 2/27, 3/3, and 3/5. We are not able to update daily, so please plan accordingly =]
 - School wide incentives! \$6k- Extra recess, \$12k- 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!
 - For every \$25 the student brings in, they will receive a ticket in the grand prize drawing. Grand prizes are: iPad, Instax instant camera bundle, \$100 Andretti gift card. Dunk Tank: every student that brings in \$50 will get a chance to dunk Mrs. Whitlark on March 27th!
 - 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
 - \$500 sponsor = \$25 Amazon
 - \$250 sponsor = \$10 Amazon
- **Please note: All sponsorships are needed by February 13th.**
- Squawk Dash shirt design: vote in your class on Friday, 1/30- 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!
- Squawk Dash t-shirt question for staff/ teachers

PTO proposed not offering staff SD t-shirts this year, by doing so we would be saving hundreds. Every teacher in attendance did not have an issue with this change and were supportive of saving money.

Kickoff assembly is scheduled on 2/20. PTO is asking for a few teacher volunteers to participate in a couple minute-to-win-it games .

- **Upcoming Events-**

- January 29- 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 19- Restaurant night at Chick-fil-A (Arizona and Ocotillo)- from 5-8pm
Jenna will confirm that you will be able to use the drive-thru during the restaurant night.

- April 20 and 22- Topgolf Nights- \$65 for 6 people for 2 hours, unlimited sodas- tickets available via presale only!

PTO is excited to purchase a bay each night for teachers to use. A sign up genius will be emailed for staff to sign up should they wish to attend.

Kinder Round Up is scheduled on 4/30 from 5-6pm, the specials teachers will be in attendance, they will run a scavenger hunt.

It was suggested that we add popcorn to the snack bar sign up for parent teacher conferences

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

Meeting minutes were recorded by Jenna Hamilton, PTO Secretary

Next PTO General Meeting: April 16, 2026

Navarrete Elementary PTO Income Statement as of 1/31/26

Income	Actual YTD	Budget	Variance
Contributions and Grants			
Corporate Giveback Programs	986.13	3,900.00	2,913.87
Single Contribution	523.00	400.00	(123.00)
Sponsorship Revenue	-	3,000.00	3,000.00
Thon Activity Revenue	-	23,000.00	23,000.00
Fundraising Revenue			
Book Fair Revenue	3,561.65	7,000.00	3,438.35
Carnivals/Festivals/Silent Auction Revenue	3,990.04	3,400.00	(590.04)
Product Revenue	250.00	-	(250.00)
Restaurant Night Revenue	593.08	2,000.00	1,406.92
Social Event Revenue	3,857.01	9,700.00	5,842.99
Spirit Gear Revenue	3,736.63	5,000.00	1,263.37
Program Revenue			
Other Program Service Revenue	70.00	-	(70.00)
Total Income	17,567.54	57,400.00	39,832.46

Expenses	Actual YTD	Budget	Variance
Fundraising Expenses			
Book Fair Expense	(2,455.62)	(5,000.00)	2,544.38
Carnivals/Festival/Silent Auction Expense	(1,873.50)	(2,000.00)	126.50
Competitions/Camps/Clinics Event Expense	-	(2,500.00)	2,500.00
Social Events Expense	(5,142.47)	(10,300.00)	5,157.53
Spirit Gear Expense	(3,535.46)	(3,500.00)	(35.46)
Thon Activity Expense	-	(8,000.00)	8,000.00
Other Expenses			
Cost Share	(903.81)	(1,250.00)	346.19
Program Service Expenses			
Bank Service Charges	-	(100.00)	100.00
Information Technology Expense	(2,796.45)	(3,100.00)	303.55
Other Program Service Expense	(249.83)	(14,000.00)	13,750.17
Student Awards/Gifts Expense	-	(1,500.00)	1,500.00
Supplies and Office Expense	(228.12)	(1,500.00)	1,271.88
Teacher Appreciation Expense	(2,770.55)	(6,700.00)	3,929.45
Teacher Supplies Expense	(2,720.37)	(8,100.00)	5,379.63
Prior Year	(468.52)	-	(468.52)
Kinder Supplies		(400.00)	400.00
1st Grade Supplies		(400.00)	400.00
2nd Grade Supplies		(400.00)	400.00
3rd Grade Supplies	(89.03)	(400.00)	310.97
4th Grade Supplies	(137.02)	(400.00)	262.98
5th Grade Supplies	(203.60)	(600.00)	396.40
6th Grade Supplies	(180.94)	(600.00)	419.06
Special Education	(97.12)	(400.00)	302.88
P.E.	(64.66)	(1,000.00)	935.34
Music	-	(1,000.00)	1,000.00
Media	(966.84)	(1,000.00)	33.16
Computer	(512.64)	(1,000.00)	487.36
Speech & Resource		(400.00)	400.00
Counselor		(100.00)	100.00
Total Expenses	(22,676.18)	(67,550.00)	44,873.82

Net Total	(5,108.64)	(10,150.00)	
------------------	-------------------	--------------------	--

Jan 31, 2026 Bank Statement Balance

44,002.99

DATE:

[illegible]