
Grayhawk PTO

8/23/2016

Attendees

Susan Matura, Kristin Klecka, Kellie Martin, Andrea Walther, Holly Martz, Shannon Christie, Katrina Bradley, Kristan Tiedeman, Lindsay Wing, Ishwarva Mohan, Kelly Dobson, Andy Lutz, Kathy Bays-Cook, Mimi Sadeghi, Liz Byrne, Debbie Peterson, Jen Izenstark, Mariann Nystrom, Jenn Wood, Rustina Knutzon, Brooke Morrison

Approval of Minutes

The minutes from the 8/12/2016 minutes were not distributed yet so will be approved at the next meeting.

Principal's Report- Michelle Pavlik

- **Principal's report read by Susan Matura**
- **Grayhawk has officially been approved as a K-8 school!**
 - Mrs. Orchard will be a part time assistant principal at both Grayhawk and Pinnacle Peak Elementary through the planning process.
 - The current school year will be a full year of planning.
 - If you would like to be on any of the planning committees please contact Mrs. Pavlik

President's Report- Susan Matura

- **For the Record:** On June 27, 2016 by unanimous vote via email, Mark Eisenhut was approved as a member of the Executive Board in the position of Dad's Club Chair.
 - **Development Chair**
 - Mimi Sadeghi is interested in becoming the new Development Chair!
 - This position needs to be voted on by the board so there will be an email coming out to officially vote.
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- 10 day notice was given to announce that a special election will be taking place.
- **Health Screening**
 - This year the health screening will be two days- Sept. 13th and 14th
 - They will need many volunteers!
- **UPC**
 - Providing a webinar- Best Financial Practices
 - Sept. 12th at 9:30
 - Anyone is welcome to attend
 - After the webinar there will be a leadership training at 10:45
 - Susan will be emailing out information
 - Alternate Vote
 - Susan attends all UPC meetings but cannot vote unless we approve her to be an alternate vote.
 - **Vote: Approved!**
- **Conflict of Interest Policy**
 - All PTO members must read the policy and sign that you reviewed it
 - Since we are a tax exempt group we have to follow certain guidelines
 - Kathy Bays-Cook is our spiritwear coordinator. Her company sells sun hats so we were able to get a very good deal in order to sell them at a discounted price. We need to be make aware of this arrangement because of the conflict of interest policy.
 - PTO discussed the situation without Kathy in the room.
 - We are not committed to a certain number
 - A motion was made to proceed with the contract
 - **Vote: Approved!**
- **PTO Cash and Reimbursement Procedures- Andrea**
 - Everyone is encouraged to read through document
 - If running an event:
 - Handwritten/email request is necessary when requesting funds. Andrea will then put your funds in the safe.
 - An adult must be in charge of the cash box at all times
 - The chair is responsible for counting and approving
 - If buying something for an event:
 - Find the Pink slips in the workroom and website
 - Fill out the pink slip accordingly
 - If you are the chair you only need your signature. If you are doing it for your chair you also need a signature from your chair.
 - You must attach the receipts (preferably stapled on the back)
- **Roster, Board, and Committee Chair Responsibilities**
 - Read through document

- Posted on website
- **Bylaws**
 - Please read through
- **Privacy and Confidentiality Requirements**
 - All board members must read and sign because we may learn things at school that should not be shared.
- **Communications Procedures- Brooke Morrison**
 - Read through document provided
 - The website is the hub for everything (grayhawkpto.com)
 - We communicate through Facebook, Twitter, and eNews
 - Read through the flyers Basic Info.
 - You MUST have principal's signature
 - If sending out a class flyer follow the 3 Basic Steps
 - We are now only sending flyers out to oldest children (number per class posted in copy room)
 - Ideally only send out half sheets
 - Board and Committee Chairs:
 - Please check your pages on the website to make sure info is correct and the links work
- **Agenda Procedures- Kristin Klecka**
 - An email will be sent out approximately one week before the meeting.
 - Reminder of the meeting date and time
 - The minutes from the previous meeting will be attached for review
 - If you would like to be placed on the **agenda** you must reply to email and give info about what you will be talking about and approximate time you will need
 - If any documentation needs to be provided at the meeting please attach them to email.

Vice President's Report- Jenn Wood

- **Volunteer Handbook**
 - FINALLY went out!
 - Only sent home to oldest child
 - Already receiving volunteer sheets back so she will be passing them back to committee chairs.
- **Volunteer Request Procedures**
 - See half sheet provided
 - Sign-up genius only

- Jenn will do it for you if you want but you can do it yourself if you would rather. Please keep us in the loop if you are sending one out yourself.

Treasurer's Report- Andrea Walther

- **Updated Budget**
 - First page is income
 - Lynx Lap expense
 - Spiritwear started off well
 - Second page is expenses
 - Classroom Enhancements
 - New teachers, teachers moved, STEM teacher, vice principal, etc. so budget was adjusted
 - Motion was made to approve budget as amended
 - **Vote: Approved**

Room Parent/Teacher Liaison- Debbie Peterson

- **Room Parent Update**
 - Short one room parent but have someone in mind
 - Room parents will start sending out their introduction letters

Committees

- **Fall Festival- Kelly Dobson**
 - October 21st from 5-8pm
 - Pirate Theme
 - Last year we had a lot of signs donated (\$10,000 worth) so they should work well with the new theme
 - There will be: Pirate bouncy houses, 40ft obstacle course with palm trees, carnival type pirate ship, and mechanical shark.
 - Boys and Girls Club offering to do face painting and help with the bouncy houses
 - On site ambulance
 - Hot dogs and pizza (Mrs. Pavlik has agreed to serve hot dogs)
 - Shaved ice
 - No food truck this year (long lines and it took away from our food sales)

- No photo booth but considering having us create our own. (possibly asking student government to run it?)
- Looking for dads/families to help make games
- **Yearbook- Jen Izenstark**
 - "Travel" theme
 - Each book is \$31- one price per book
 - Online sales only this year
 - Link on website
 - Will be doing another contest for the cover
 - Deadline is January 6th
 - Jen's count deadline is in January
 - After january it goes up by \$5
- **Spiritwear- Kathy Bays-Cook**
 - Volunteers needed the first Friday of every month from 11-12:30 to help count spiritwear
 - Yesterday representatives Susan and Kathy went on the announcements with kids to showcase spiritwear.
 - Order forms went home yesterday
 - Deadline is this Thursday
 - Online they are shown in color
- **Upcoming Dates**
 - Queso Good Food Truck- 8/26
 - Encourage everyone to come
 - Anyone from the community is welcome
 - Early Release- 8/30
 - First dining out at Which Wich and The Treatery
 - Friendly Friday (1st Grade)- 9/2
 - No School- 9/5
 - Bingo Night- 9/9
 - 5:30-7:00
 - Volunteers Needed
 - PTO Meeting- 9/13
 - Picture Day- 9/15
 - Book Fair Week- 9/19-9/23
 - UPC Meeting- 9/21
 - Dads and Donuts- 9/22
 - Early Release- 9/27
 - Box Tops Due- 9/28
 - No School- 10/3
 - Walk to School Day- 10/5
 - PTO Meeting- 10/5



Votes

- UPC Alternate Vote- Susan Matura
- Spiritwear Hat Contract (Conflict of Interest)
- Amended Budget

Next Meeting

Wednesday, October 5, 2016 at 1:00pm