

MINUTES

Grayhawk PTO

Date | time 10/13/2015 1:00 PM | *Meeting called to order by* Susan Matura

In Attendance

Susan Matura, Kristin Klecka, Mathew Ribeiro, Lisa Iacono, Katrina Bradley, Andy Lutz, Andrea Walther, Kelly Dobson, Diane Frei, Bernadette Baker, Tricia Newman-Zacchini, Brooke Morrison, Brooke Dalzell, Debbie Peterson, Michael Greenland. Mrs. Bailey, Mr. Pratt.

Approval of Minutes

The minutes from 9/9/2015 were approved.

Principal's Report- Norm Pratt

- Big thank you Fall Festival and Walk to School Day.
 - o There was a lot of positive feedback from both events
 - District stressing to schools to use the phone messaging system for emergencies only.
 - o Email blasts are good. No more call outs from Mr. Pratt unless there is an emergency.
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President's Report- Susan Matura

- Field Trip Money
 - o Each grade level is given money for field trips.
 - o 4th grade is going to Kartchner Caverns in December. It is a very expensive field trip because they have to charter buses. Several grade levels have offered to give them some of their unused money to help with the costs.
 - o It's not new money...just reallocated.
 - o Everyone agreed it is a good idea.
- Chick-fil-A Night
 - o Very good turnout!
 - o We earned \$620 in food credit
 - Will be used at Hero's Day and Fine Arts Night
- Heartstrings
 - o A recipient sent a nice thank you note to PTO. She very much appreciated PTO reaching out to their family.
- Front Desk Sign-in
 - o Due to safety issues, it is now necessary to sign in AND out EVERY time you come to the school even if you are not going through the doors.
 - o If there is a lockdown the front office uses the book to see who is in the building.
- Student Council Sock Drive
 - o Will be held the week of October 21-29th with crazy sock day on October 29th.

- Safe Purchased
 - o Stored in the PTO room and the log is on top of the safe.
 - o When depositing or taking money out you must log in.
 - o Only people who will be given the code are Susan, Andrea, and Katrina

- iTunes gift card
 - o A few years ago we bought gift cards for the school iPads. Gift cards were used to purchase apps which go on all the iPads.
 - o The gift cards have run out so the teachers are asking for more.
 - o Thinking \$100
 - o VOTE: Approved!

- Sign Rollers
 - o Last year we purchased rollers for the signs outside. Unfortunately they are not durable enough and therefor do not hold the signs. Looking for ways to repurpose them.
 - o Idea: white boards secured to both sides.

- Water for Classroom Emergency Kits
 - o Every classroom must have water in their emergency kits.
 - Waters only have about a year and a half of viability.
 - Looking to purchase them in the fall so anything unused can be used for Fall Festival the following year instead of being thrown out.
 - Each year it is approved to spend \$150 on waters.
 - Looking to have a line item in budget so it's done every year
 - o VOTE: Approved

- Water System in Teacher's Lounge
 - o New water system swapped out. (through Costco)
 - o Double the water for the money we approved

- Cash Reimbursement Procedures/Guidelines
 - o New revisions mostly due to the PTO Safe
 - o Changes:
 - PTO Safe
 - Log is on top of safe
 - Prefer having money put in an envelope but not seal the envelope so they can be reused.
 - Petty cash in gray bag in PTO Safe
 - Susan, Andrea, Katrina
 - All reimbursements must be signed off by a committee chair.
 - o VOTE: Changes Approved!

Treasurer's Report- Andrea Walther

- As discussed at September meeting, there were changes to the budget due to classroom funds.
 - o VOTE: Approved Budget Changes
- Fall Festival made approximately \$8,400 net profit...\$400 more than budgeted profit!

- Bingo Night netted approximately \$680

Communications- Brooke Morrison

- Website Guidelines/policies
 - o Revised guidelines in October
 - o VOTE: Approved revised guidelines!
- Procedures
 - o VERY important to follow the Website Guidelines
 - Brooke is working very hard to reach everyone asking questions through website so it's very important that PTO follows the rules laid out in order to reduce her workload.
- New People Working
 - o Shawn Hardy- Facebook
 - o Marya Escobedo- Twitter
 - Twitter newsfeed: Grayhawk_pto
- NEEDS:
 - o Marque Computer
 - Current Marque was donated in 2007...very old and making life difficult!
 - Looking for a computer to be donated
 - PTO decided the best thing is to purchase a new computer (\$400)
 - VOTE: Approved!

Committee Reports

- Fall Festival- Kelly Dobson
 - o HUGE Thank you for all of the help
 - o Sold 454 wristbands!
 - o Signs donated by Lance Davis
 - Over \$10,000 worth of signs.
 - Looking for ways to thank him (public thank you, promote company, putting his company in rotation on enews, website, and marque, etc.)
- UPC Rep- Tricia Newman-Zacchini
 - o Next meeting will be October 21st. AZ Merit will be speaker
 - o At last meeting, Dr. Lee came in and talked about shootings on the 51.
 - Buses were rerouted
 - Everything went well...no negative feedback
 - o District_needs_substitute_teachers!
- Teacher Representative- Kimberley Marchisotto
 - o Teachers asking that the bulletin board in the front hallway with the teachers pictures on it be changed to showcase student Core Knowledge projects
 - People like the teacher pictures on bulletin board however feel the pictures should be updated
 - PTO purchased cases in front for Core Knowledge

- Projects get rotated out once a month, with each grade level taking a turn. The same grade level writes an update in the newsletter.
- The teachers are a little late this year but 6th grade has November and then it will change each month after that.
- People feel that is a better place to showcase projects since it is in the front office.
- Storia
 - Scholastic Reading Program- Website
 - Allows students to read online, take quizzes, etc.
 - Purchased last year and it is up and running
 - Mary Ellen Craddock- Storia Mom
 - Working closely with Mrs. Marchisotto
 - All kids will be getting a log in
- Fine Arts Night- Need a Chair!!
 - Mrs. Brown might help on committee (she did it last year)

VOTES

The following Votes were made during the meeting:

- \$100 iTunes Gift Cards for iPads
- Line item in budget for waters in Classroom Emergency Kits (\$150)
- Changes to Cash Reimbursement Procedures/Guidelines
- Budget Changes
- Marque Computer (\$400)
- Website Guidelines (revised)

Next Meeting

11/10/2015 1:00 PM, Grayhawk Elementary