



## Navarre PTO Minutes

General Meeting

August 19, 2021 - 3:30pm- Library

Attendance: All PTO board members were present, see attached sign in sheet for other participants.

The meeting was called to order by PTO President, Silvia Hartman at 3:30 PM.

*\*Note- Black text follows agenda distributed at the meeting, red text is discussion during meeting.*

**President's Welcome-** *Silvia welcomed parents in attendance, a few introduced themselves (Brandy, Luba, Lyn Marie), and were encouraged to sign up to volunteer for future PTO events.*

**Principal's Report-** *Mrs. Whitlark mentioned that a para position (specialized classroom) is still available, please share to anyone who might be interested. We are fully staffed with noon aides (all males). The year is off to a good start, feels busy heading into parent teacher conferences, but will slow down. It is good to be back!*

**Review and Vote on Revised Bylaws-** *PTO bylaws were updated and reviewed based on Chandler School Boosters (CSB) template, will be posted shortly on the PTO website. A motion was made to approve bylaws as written, 2<sup>nd</sup> motion made, vote carried.*

**Financial Report-** *Please see attached Treasurer's Report.*

*Erin discussed the 21-22 budget (see attached); not many changes were made. We have more events this year: fall ball/ skate night/ movie day/ 2 nights for Top Golf/ swim party 2022. We increased income for Squawk Dash 2022, as we have more students, we also increased expenses as we need to rent some inflatables for the course. Admin accounts remained the same, discontinued Perfect Attendance Award, will be replaced with Principal's End of The Year Award.*

*Classroom enhancements remain at \$200 per teacher, can be used individually or by grade level. There is some money that was not spent last year, if you forgot to submit a receipt, please do so and you will be reimbursed.*

*School enhancements: \$18,000 for iPad cart, \$10,000 for playground repairs, water bottle refill stations for all building water fountains and cafeteria. Will be a lever style where students can refill bottles. Can be used during COVID precautions.*

*Discussed the need for a volleyball net/ something for older kids to use during recess. Needs to be one that can be moved, we are not able to leave out at night for liability. Mrs. Whitlark is looking for one that will work. Also looking at spike ball nets for purchase.*

*Erin reminded teachers to please spend your money, fill out the reimbursement form and attach your receipt. Forms are located in PTO box outside of copy room. Can submit as you go through the school year, do not need to wait until the end of the year. Mrs. Whitlark approves form, check is left in mailbox.*

*Will be having a banking switch this year, CSB is standardizing all accounts. Student store will be down for a few weeks, we will communicate with teachers when this change will happen.*

*A motion was made to approve the 21-22 budget as presented, 2<sup>nd</sup> motion made, vote carried.*

**Website Update-** Please direct parents to our newly updated website: [navarretepto.weebly.com](http://navarretepto.weebly.com)

*Austin shared that the website has been completely updated, please share as a resource for parents. Home page has event list, past events fall to bottom of list so the most current stays on top. Updated helpful links, have Teacher Favorite lists.*

*Michelle shared about efforts to post to Facebook more regularly, also use for events. Looking into Instagram account to capture more parents.*

*Mrs. Whitlark to add website link to Friday email blasts.*

### **School Improvement Update-**

*Water bottle fillers- discussed during approval of budget  
iPad carts- discussed during approval of budget*

**Fall Ball-** Oct 22 – with COVID precautions- *Hopefully planning to have Fall Ball this year, but will be outside, we will not use MPR room. Have food trucks, vendors, DJ, some games outside. Potentially move to center courtyard to have more space, keep DJ on basketball court.*

*Parents interested in volunteering, please leave email- We have many options to help! Set up/ tear down, sell raffle tickets, etc.*

### **Restaurant Nights-**

*Dairy Queen- Wed Aug 25- 11am- close- This is the Gilbert and Ocotillo location, just need to mention Navarrete at purchase, this is also an early release day for conferences, hoping to have a good turn out!*

*Panda Express- McQueen and Riggs location, possibly in September 2021?*

*Zzeeks Pizza- Nov 17- Arizona and Ocotillo location, will deliver to Sun Groves. The owner will put flyers for week before in all deliveries, excited to help out local school.*

*Looking at Chipotle and Backyard Taco for future Restaurant Nights!*

Meeting was adjourned by PTO President, Silvia Hartman at 4:03 PM.

Minutes were prepared by PTO Secretary, Brigit Mendoza.

# Navarrete Elementary PTO FY 2021

## Budget Report

<b>Funds available at beginning of financial year (07/01/2021)</b>			<b>\$42,924.19</b>
<b>Fundraising</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Box Tops	\$150.00	-	\$150.00
Fry's	\$2,500.00	-	\$2,500.00
Fall Ball Vendor	\$200.00	-	\$200.00
Restaurant - Dinner Nights	\$1,200.00	-	\$1,200.00
Squawk Dash	\$36,000.00	-\$7,000.00	\$29,000.00
Other - Fundraising	\$50.00	-	\$50.00
Tuft & Needle (25% back)	\$500.00	-	\$500.00
Sun Shine Acres	\$300.00	-	\$300.00
Papa John's (20% back)	\$250.00	-	\$250.00
<b>Fundraising Totals</b>	<b>\$41,150.00</b>	<b>-\$7,000.00</b>	<b>\$34,150.00</b>
<b>Member Services</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Fall Ball	\$3,000.00	-\$1,000.00	\$2,000.00
Family Top Golf Activity	\$4,000.00	-\$4,000.00	-
Family Picnic	-	-\$200.00	-\$200.00
Family Movie Night	\$1,000.00	-\$1,000.00	-
Family Skate Night	\$1,000.00	-\$700.00	\$300.00
Staff Appreciation	-	-\$4,500.00	-\$4,500.00
Veteran's Day	-	-\$200.00	-\$200.00
Pool Party - 2021	\$120.00	-	\$120.00
Pool Party - 2022	-	-\$600.00	-\$600.00
Spirit Apparel/Promo Items	\$3,000.00	-\$2,000.00	\$1,000.00
<b>Member Services Totals</b>	<b>\$12,120.00</b>	<b>-\$14,200.00</b>	<b>-\$2,080.00</b>
<b>Navarrete Admin</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
Front Office Staff Supplies	-	-\$200.00	-\$200.00
Health Office	-	-\$200.00	-\$200.00
Principal Discretionary Fund	-	-\$500.00	-\$500.00
Water Service, Staff	-	-\$525.00	-\$525.00
AR Millionaire Club	-	-\$200.00	-\$200.00
Whitlark Reward Fund	-	-\$415.00	-\$415.00
End Of Year Award Fund	-	-\$200.00	-\$200.00
<b>Navarrete Admin Totals</b>	<b>-</b>	<b>-\$2,240.00</b>	<b>-\$2,240.00</b>
<b>PTO Admin</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Budget Net</b>
AR Fee	-	-\$3,500.00	-\$3,500.00
<b>PTO Admin Totals</b>	<b>-</b>	<b>-\$7,100.00</b>	<b>-\$7,100.00</b>

PTO Admin	Budgeted Income	Budgeted Expenses	Budget Net
Bank Cash	-	-	-
Bank Fees	-	-\$100.00	-\$100.00
Bereavement/Celebratory/Illness	-	-\$750.00	-\$750.00
Chandler School Boosters	-	-\$1,500.00	-\$1,500.00
Membership Fees	-	-\$600.00	-\$600.00
PTO Administrative Supplies	-	-\$400.00	-\$400.00
Volunteer Appreciation	-	-\$200.00	-\$200.00
Misc Exp	-	-\$50.00	-\$50.00
<b>PTO Admin Totals</b>	-	<b>-\$7,100.00</b>	<b>-\$7,100.00</b>
School Classroom Enhancements	Budgeted Income	Budgeted Expenses	Budget Net
Kindergarten	-	-\$400.00	-\$400.00
1st Grade	-	-\$600.00	-\$600.00
2nd Grade	-	-\$600.00	-\$600.00
3rd Grade	-	-\$600.00	-\$600.00
4th Grade	-	-\$800.00	-\$800.00
5th Grade	-	-\$600.00	-\$600.00
6th Grade	-	-\$600.00	-\$600.00
Special Education	-	-\$600.00	-\$600.00
Preschool	-	-\$200.00	-\$200.00
Art Masterpiece	-	-\$500.00	-\$500.00
Speech & Resources	-	-\$400.00	-\$400.00
2020-2021 Reimbursement Carry Over	-	-\$500.00	-\$500.00
<b>School Classroom Enhancements Totals</b>	-	<b>-\$6,400.00</b>	<b>-\$6,400.00</b>
School Improvements	Budgeted Income	Budgeted Expenses	Budget Net
Computer Lab	-	-\$1,000.00	-\$1,000.00
Media Center	-	-\$1,000.00	-\$1,000.00
Music	-	-\$1,000.00	-\$1,000.00
PE Equipment	-	-\$1,000.00	-\$1,000.00
Technology Enhancements	-	-\$18,000.00	-\$18,000.00
Courtyard/Playground Enhancements	-	-\$10,000.00	-\$10,000.00
School General Enhancements	-	-\$1,200.00	-\$1,200.00
<b>School Improvements Totals</b>	-	<b>-\$33,200.00</b>	<b>-\$33,200.00</b>
<b>Grand Totals</b>	<b>\$53,270.00</b>	<b>-\$70,140.00</b>	<b>-\$16,870.00</b>
<b>Projected bank balance if on budget</b>			<b>\$26,054.19</b>

PTO Gen. Mtg 8/19/21

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