



Navarrete PTO Minutes

General Meeting

November 18, 2021 - 3:30pm – Library

Attendance: Five 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 3:31 PM.

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

- **President's Welcome-** Silvia welcomed the audience, introduced the new parent who was present at the meeting (Jenna, Kindergarten).
- **Principal's Report-** Principal Whitlark was not in attendance for this meeting.
- **Financial Report-**
 - Approve following amounts that were spent for school enhancements:
 1. iPad carts: budgeted \$18,000, actual cost \$20,767
 2. Water bottle refill stations: budgeted \$1,200, actual cost \$1,500

Silvia began and motioned to approve the following items above so that the PTO budget could be amended. Austin seconded each motion. These projects were from Squawk Dash 2020, the iPad cart has been on backorder, we have received half of the iPads at this time. Water bottle refill stations are completed.

- **New Spirit Wear Available-**
 - Gray zip up hoodies with Navarrete logo (\$20 kids, \$25 adults)
 - Navarrete "N" Logo stickers (regular \$2, holographic \$4)

Spirit Wear was sold at the Fall Ball, will also be sold at the upcoming Family Picnic. Price for gray hoodies is the same for staff, there is no discounted price as costs have increased.

- **Fall Ball Review-**
 - Very successful community event we sold over 880 tickets!
 - We budgeted to make \$2,000 during this event. However, since this was the first event since last year we wanted to break even and cover costs, charging much less for tickets.

	INCOME	EXPENSES	NET
Ticket Sales	1,197.00		1,197.00
Pre-sale 569 @ 1.00			
At the Door 314 @ 2.00			

Booth Rentals	425.00		425.00
Raffle Tickets	255.00		255.00
Pizza & Soda	882.00	570.00	312.00
DJ & Photo Booth		525.00	(525.00)
Expenses		218.00	(218.00)
TOTAL	2,759.00	1,313.00	1,446.00

- o Suggestions from teachers/ staff for next year's event?

Fall Ball was very busy, people were excited to get out and have an event on campus. Vendors were very happy with their sales. This event is not a money maker for PTO, we just always hope to break even with our expenses.

Feedback from staff was that the event was laid out better using the courtyard for vendors. Also like having the games outside, and not in the cafeteria. Possibly look to have an adult in the cafeteria next year, as kids were in there unsupervised playing basketball. Silvia reminded staff to please email PTO with any thoughts or suggestions at any time.

- **Upcoming Events-**

- o Family Picnic- Tuesday, November 23rd

We will have Basha Jazz Band providing music for the Family Picnic! This event does not change the teacher's schedule. Kids go to lunch at their assigned lunch break, if a child does not have family present, they go to the cafeteria to eat. If a family has multiple kids, they must attend each lunch period, kids are not allowed to switch their lunch to be with a sibling.

- o Ice Skating Night- January 2022

PTO will meet soon to lay out schedule for the rest of the school year, as we only planned through December 2021. Looking at possibly an ice skating night, and a family dance.

Other discussion:

Please review the attached Treasurer's Report. If you have money left to spend for your classroom, grade level, please use it! Submit your receipt and fill out the form to be reimbursed. Forms are located right outside of the copy room/ teacher workroom.

We are always updating the PTO website, please direct parents to that as a resource. Can Google Navarrete PTO to find the website easier (<https://navarretepto.weebly.com/>)

Our restaurant nights have been successful! Zzeeks was this week, and we will have more to come in 2022.

Thank you for your support and always passing our information on to family via email and newsletters!

Meeting was adjourned by PTO President, Silvia Hartman at 3:47 PM.

Minutes were prepared by PTO Secretary, Brigit Mendoza.

Navarrete Elementary PTO FY 2021

Treasurer's Report

07/01/2021 - 06/30/2022

AS OF 8/31/21

Fundraising	Income	Expenses	Year to Date	Net Budget	More/-Less
Box Tops	-	-	-	\$150.00	-\$150.00
Fry's	\$1,090.71	\$10.00	\$1,080.71	\$2,500.00	-\$1,419.29
Fall Ball Vendor	\$432.49	-	\$432.49	\$200.00	\$232.49
Restaurant - Dinner Nights	\$675.61	\$262.00	\$413.61	\$1,200.00	-\$786.39
Squawk Dash	-	-	-	\$29,000.00	-\$29,000.00
Other - Fundraising	-	-	-	\$50.00	-\$50.00
Tuft & Needle (25% back)	\$122.63	-	\$122.63	\$500.00	-\$377.37
Sun Shine Acres	-	-	-	\$300.00	-\$300.00
Papa John's (20% back)	\$112.60	-	\$112.60	\$250.00	-\$137.40
Fundraising Totals	\$2,434.04	-\$272.00	\$2,162.04	\$34,150.00	-\$31,987.96
Member Services	Income	Expenses	Year to Date	Net Budget	More/-Less
Fall Ball	\$2,396.07	\$1,433.21	\$962.86	\$2,000.00	-\$1,037.14
Family Top Golf Activity	-	-	-	-	-
Family Picnic	-	-	-	-\$200.00	\$200.00
Family Movie Night	-	-	-	-	-
Family Skate Night	-	-	-	\$300.00	-\$300.00
Staff Appreciation	-	\$621.00	-\$621.00	-\$4,500.00	\$3,879.00
Veteran's Day	-	-	-	-\$200.00	\$200.00
Pool Party - 2021	\$80.00	-	\$80.00	\$120.00	-\$40.00
Pool Party - 2022	-	-	-	-\$600.00	\$600.00
Spirit Apparel/Promo Items	\$3,955.38	\$3,438.59	\$516.79	\$1,000.00	-\$483.21
Member Services Totals	\$6,431.45	-\$5,492.80	\$938.65	-\$2,080.00	\$3,018.65
Navarrete Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
Front Office Staff Supplies	-	\$41.55	-\$41.55	-\$200.00	\$158.45
Health Office	-	-	-	-\$200.00	\$200.00
Principal Discretionary Fund	-	\$168.83	-\$168.83	-\$500.00	\$331.17
Water Service, Staff	-	\$517.44	-\$517.44	-\$525.00	\$7.56
AR Millionaire Club	-	-	-	-\$200.00	\$200.00
Whitlark Reward Fund	\$391.00	-	\$391.00	-\$415.00	\$806.00
End Of Year Award Fund	-	-	-	-\$200.00	\$200.00
Navarrete Admin Totals	\$391.00	-\$727.82	-\$336.82	-\$2,240.00	\$1,903.18

PTO Admin	Income	Expenses	Year to Date	Net Budget	More/-Less
AR Fee	-	-	-	-\$3,500.00	\$3,500.00
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	-	\$322.77	-\$322.77	-\$600.00	\$277.23
PTO Administrative Supplies	-	\$132.99	-\$132.99	-\$400.00	\$267.01
Volunteer Appreciation	-	-	-	-\$200.00	\$200.00
Misc Exp	-	-	-	-\$50.00	\$50.00
PTO Admin Totals	-	-\$455.76	-\$455.76	-\$7,100.00	\$6,644.24
School Classroom Enhancements	Income	Expenses	Year to Date	Net Budget	More/-Less
Kindergarten	-	-	-	-\$400.00	\$400.00
1st Grade	-	-	-	-\$600.00	\$600.00
2nd Grade	-	\$200.15	-\$200.15	-\$600.00	\$399.85
3rd Grade	-	\$199.37	-\$199.37	-\$600.00	\$400.63
4th Grade	-	-	-	-\$800.00	\$800.00
5th Grade	-	\$37.60	-\$37.60	-\$600.00	\$562.40
6th Grade	-	\$242.00	-\$242.00	-\$600.00	\$358.00
Special Education	-	-	-	-\$600.00	\$600.00
Preschool	-	-	-	-\$200.00	\$200.00
Art Masterpiece	-	-	-	-\$500.00	\$500.00
Speech & Resources	-	\$91.78	-\$91.78	-\$400.00	\$308.22
2020-2021 Reimbursement Carry Over	-	\$200.00	-\$200.00	-\$500.00	\$300.00
School Classroom Enhancements Totals	-	-\$970.90	-\$970.90	-\$6,400.00	\$5,429.10
School Improvements	Income	Expenses	Year to Date	Net Budget	More/-Less
Computer Lab	-	\$430.28	-\$430.28	-\$1,000.00	\$569.72
Media Center	\$4,524.98	\$868.72	\$3,656.26	-\$1,000.00	\$4,656.26
Music	-	-	-	-\$1,000.00	\$1,000.00
PE Equipment	-	-	-	-\$1,000.00	\$1,000.00
Technology Enhancements	-	\$20,767.35	-\$20,767.35	-\$18,000.00	-\$2,767.35
Courtyard/Playground Enhancements	-	-	-	-\$10,000.00	\$10,000.00
School General Enhancements	-	\$1,506.36	-\$1,506.36	-\$1,200.00	-\$306.36
School Improvements Totals	\$4,524.98	-\$23,572.71	-\$19,047.73	-\$33,200.00	\$14,152.27
Grand Totals	\$13,781.47	-\$31,491.99	-\$17,710.52	-\$16,870.00	-\$840.52

Summary for the Period

Starting Total \$42,924.19

Bank Account Balances	07/01/2021	06/30/2022	Last reconciled	Summary for the Period		
Chase Checking	\$42,924.19	\$25,213.67	10/29/2021	Income	\$13,781.47	
MidFirst Checking	-	-	Never	Expenses	-\$31,491.99	-\$17,710.52
Cash on Hand	-	-	Never	Ending Total		\$25,213.67
Totals	\$42,924.19	\$25,213.67				

Review Reconciled Bank Statement Reports along with this Treasurer's Report to ensure its accuracy.

Submitted by:

Name: _____ Signature: _____

Date: _____

PTO MEETING SIGN-IN SHEET

DATE: 11/18/2021

NAME	EMAIL	PLEASE USE CUSD EMAIL ADDRESS
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Brandy Brooks	brandy.brooks@sbglobal.net	<input type="checkbox"/>

Brigit mendoza & Silvia Hartman in attendance.