



Navarre PTO MINUTES
General Meeting
January 25, 2024 - 3:30pm- Library

Meeting was called to order at 3:31pm by Brigit Mendoza, PTO President

Meeting was attended by the following board members: Brigit Mendoza, Pamela Rodriguez-Pena, Julie McCullough, Sarah Johnson, and Jenna Hamilton. Please see attached sign-in sheet for others in attendance.

- **President's Welcome-**

Thank you to everyone who showed up at McTeacher's Night

- **Principal's Report-**

Nothing new to share

Looking forward to tomorrow's 20th Anniversary Celebration

- **Approval of Minutes-** last meeting, 11/16/2023

Brigit asked for a motion to approve the minutes from 11/16/23

Mrs. Whitlark motioned to approve the minutes

Mrs. Alger seconded the motion

Minutes approved

- **PTO Secretary Update**

Lindsay Murdock stepped down from her position as Secretary

Brigit asked for a motion to approve Jenna Hamilton as Secretary

Mrs. Whitlark motioned to approve Jenna Hamilton as Secretary

Mrs. Traylor seconded the motion

Jenna Hamilton approved as Secretary

- **Financial Report-**

- Treasurer's Report is attached

Deposits since 11/16/2023:

Sunshine Acres \$447

Chipotle Restaurant Night \$564

Fry's Rewards \$477

Dance Ticket Sales \$250

Spirit Wear Sales \$857

SD Sponsor \$500

Expenses since 11/16/2023:

Basketball Improvements \$950

Family Movie Event \$565

Top Golf Deposit \$1,300

Classroom Reimb \$432

Staff Appreciation \$1,658

All items with an * on the Treasurer's report are final number for the year-we should not expect any additional money in or out for these line items

Erin reviewed all deposits and expenses since the last meeting on 11/16/23
Fry's Rewards had 6 additional families enroll, for a total of around 160 families currently enrolled

Top Golf is a break-even event for the PTO

Mrs. Traylor asked for clarification on the Spirit Wear Sales, "All of that was sold at the Family Picnic?" Erin responded, "Yes, we did really well that day."

You can still purchase any available Spirit Wear through the PTO website
PTO is looking at new Spirit Wear options for next school year

- **Sweetheart Family Dance:**

- Friday, Feb. 9th 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 Friday, Feb. 2nd on PTO website. Staff are free and immediate family members are \$5 each. Please join us!

- **Squawk Dash-**

- What is Squawk Dash? Our only fundraiser and 100% of the proceeds stay at Navarrete. This is our 10th anniversary in 2024! Students reach out to family and friends for monetary donations on our online portal; timeline is the February 26th – March 10th.
- The actual "Squawk Dash" is an obstacle race that students participate in on Friday, March 8th. 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).*
- New this year: school wide incentives! Extra recess, DJ at lunch, Mrs. Whitlark in an inflatable costume, slime day. Will be given the day after we hit the goal for the incentive!
Vanessa has drafted the extra recess schedule, staff will choose what will work best for them
- Every student that brings in \$25 will receive a ticket in the grand prize drawing. Grand prizes are: Apple iPad, Instax instant camera bundle, \$100 FatCats. Dunk Tank: every student that brings in \$50 will get a chance to dunk Mrs. Whitlark!
Raffle and dunk tank will take place after Spring Break, 3/28/24
- Also have highest grade level prizes: ice cream/ pizza/ donuts. Note: grand prize drawings and grade level prizes will happen once we return from Spring Break.
- We are always looking for sponsors, if you know a business that would be interested, please email us: NavarretePTO@gmail.com. Sponsor deadline is February 12th.

- Reminder: please have your class vote for the winning t-shirt design, one vote per classroom!

- **Upcoming Events-**

- February 1- Peter Piper Pizza fundraiser for Mrs. Whitlark's birthday! Event is from 4-8pm, will sing "Happy Birthday at 5:30pm. Peter Piper Pizza is excited to offer a FREE personal 1 topping pizza and a drink to all Navarre Staff with a valid school ID badge.

This was a good fundraiser for us last year

- February 29- Restaurant day at MOD Pizza (Arizona & Ocotillo)- all day fundraiser!
- Topgolf nights- April 22 and 24- presale only, \$65 for 6 people for 2 hours, unlimited sodas

Lemonade is also included and families will have the option to purchase from a pre-selected bar menu

Teachers will receive a link to purchase their tickets prior to the rest of the school

Next PTO General Meeting: April 18, 2024

Mrs. Traylor asked for clarification about the \$30 incentive budget for Squawk Dash. This is to be used at their discretion. Please be sure to specify on the reimbursement form, "Squawk Dash."

Brigit shared that PTO is actively searching for new members to join next year's board.

Meeting adjourned at 3:47pm by Brigit Mendoza, PTO President

Meeting minutes recorded by Jenna Hamilton, PTO Secretary

Navarrete Elementary PTO FY 2023

Treasurer's Report

07/01/2023 - 06/30/2024

As of 1/24/24. Includes credit card transactions that will not hit our bank until end of February.

Contributions and Grants	Income	Expenses	Year to Date	Net Budget	More/-Less
Restaurant Nights	\$834.60	-	\$834.60	\$2,000.00	-\$1,165.40
Crowdfunding					
Squawk Dash	\$504.32	-	\$504.32	\$24,000.00	-\$23,495.68
Crowdfunding Totals	\$504.32	-	\$504.32	\$24,000.00	-\$23,495.68
Corporate Giveback Programs					
Fry's Rewards	\$1,459.08	-	\$1,459.08	\$2,000.00	-\$540.92
AFW Rewards	-	-	-	\$200.00	-\$200.00
Other Corp Giveback Programs	\$685.30	-	\$685.30	\$400.00	\$285.30
Corporate Giveback Programs Totals	\$2,144.38	-	\$2,144.38	\$2,600.00	-\$455.62
Contributions and Grants Totals	\$3,483.30	-	\$3,483.30	\$28,600.00	-\$25,116.70
Fundraising					
	Income	Expenses	Year to Date	Net Budget	More/-Less
Book Fair	\$3,522.48	\$2,127.94	\$1,394.54	-\$2,800.00	\$4,194.54
Spirit Apparel/Promo Items	\$5,566.55	\$3,382.63	\$2,183.92	\$1,500.00	\$683.92
Carnivals/Festivals					
Fall Ball	\$2,984.10	\$1,393.28	\$1,590.82	\$2,000.00	-\$409.18 ✖
Fall Ball Vendor Booths	\$431.77	-	\$431.77	\$400.00	\$31.77 ✖
Carnivals/Festivals Totals	\$3,415.87	-\$1,393.28	\$2,022.59	\$2,400.00	-\$377.41
Social Events					
Tears and Cheers & MTT	\$9.54	\$107.51	-\$97.97	-\$200.00	\$102.03 ✖
Bingo Night	\$1,239.98	\$1,443.93	-\$203.95	-	-\$203.95 ✖
Donuts with Grownups	-	\$650.14	-\$650.14	-\$750.00	\$99.86 ✖
Veteran's Day	-	\$77.56	-\$77.56	-\$100.00	\$22.44 ✖
Family Movie Night	\$18.74	\$564.39	-\$545.65	-\$750.00	\$204.35 ✖
Winter Dance	\$278.58	\$25.00	\$253.58	\$1,200.00	-\$946.42
Family Picnic	-	\$10.46	-\$10.46	-\$100.00	\$89.54
Family Top Golf Activity	-	\$1,293.60	-\$1,293.60	-	-\$1,293.60
Social Events Totals	\$1,546.84	-\$4,172.59	-\$2,625.75	-\$700.00	-\$1,925.75
Fundraising Totals	\$14,051.74	-\$11,076.44	\$2,975.30	\$400.00	\$2,575.30
Management & General/Operating					
	Income	Expenses	Year to Date	Net Budget	More/-Less
Office Expense					
Front Office Staff Supplies	-	\$321.79	-\$321.79	-\$300.00	-\$21.79
PTO Administrative Supplies	-	\$271.79	-\$271.79	-\$500.00	\$228.21
Office Expense Totals	-	-\$593.58	-\$593.58	-\$800.00	\$206.42

Management & General/Operating	Income	Expenses	Year to Date	Net Budget	More/-Less
Merchant Account Fees					
Bank Fees	-	\$1.00	-\$1.00	-\$100.00	\$99.00
Membership Fees	-	\$623.05	-\$623.05	-\$550.00	-\$73.05 *
Merchant Account Fees Totals	-	-\$624.05	-\$624.05	-\$650.00	\$25.95
Management & General/Operating Totals	-	-\$1,217.63	-\$1,217.63	-\$1,450.00	\$232.37
Other Program Services					
Admin/PTO Services					
Staff Appreciation	-	\$2,146.96	-\$2,146.96	-\$5,000.00	\$2,853.04
Library Birthday Book Club	\$486.87	\$240.20	\$246.67	-\$2,000.00	\$2,246.67
Health Office	-	-	-	-\$200.00	\$200.00
Principal Discretionary Fund	-	\$1,047.96	-\$1,047.96	-\$800.00	-\$247.96
Principal Reward Fund	-	\$144.00	-\$144.00	-\$1,600.00	\$1,456.00
Science Camp Buses	-	-	-	-\$3,000.00	\$3,000.00
AR Millionaire Club	-	\$264.91	-\$264.91	-\$200.00	-\$64.91
AR Fee	-	-	-	-\$1,500.00	\$1,500.00
Bereavement/Celebratory/Illness	-	-	-	-\$500.00	\$500.00
Volunteer Appreciation	-	-	-	-\$200.00	\$200.00
Band Shirts	\$527.25	\$381.07	\$146.18	-	\$146.18 *
Misc Exp	\$34.43	\$34.43	-	-\$100.00	\$100.00
Admin/PTO Services Totals	\$1,048.55	-\$4,259.53	-\$3,210.98	-\$15,100.00	\$11,889.02
Classroom Enhancements					
Kindergarten	-	-	-	-\$400.00	\$400.00
1st Grade	-	-	-	-\$400.00	\$400.00
2nd Grade	\$186.50	\$200.00	-\$13.50	-\$400.00	\$386.50
3rd Grade	-	\$170.60	-\$170.60	-\$600.00	\$429.40
4th Grade	-	\$570.68	-\$570.68	-\$600.00	\$29.32
5th Grade	-	-	-	-\$600.00	\$600.00
6th Grade	-	\$305.81	-\$305.81	-\$600.00	\$294.19
Special Education	-	\$182.67	-\$182.67	-\$400.00	\$217.33
Art Masterpiece	-	\$179.80	-\$179.80	-\$500.00	\$320.20
Speech & Resources	-	\$139.92	-\$139.92	-\$400.00	\$260.08
Math Specialist	-	-	-	-\$100.00	\$100.00
Classroom Enhancements Totals	\$186.50	-\$1,749.48	-\$1,562.98	-\$5,000.00	\$3,437.02
Specials Enhancements					
Computer Lab	-	-	-	-\$1,000.00	\$1,000.00
Music	-	\$430.69	-\$430.69	-\$1,000.00	\$569.31
PE Equipment	-	-	-	-\$1,000.00	\$1,000.00
Specials Enhancements Totals	-	-\$430.69	-\$430.69	-\$3,000.00	\$2,569.31

Other Program Services	Income	Expenses	Year to Date	Net Budget	More/-Less
School Enhancements					
Technology Enhancements	-	-	-	-\$1,000.00	\$1,000.00
Courtyard/Playground Enhancements	-	\$948.70	-\$948.70	-\$7,000.00	\$6,051.30
School General Enhancements	\$234.82	\$1,065.37	-\$830.55	-\$3,000.00	\$2,169.45
School Enhancements Totals	\$234.82	-\$2,014.07	-\$1,779.25	-\$11,000.00	\$9,220.75
Other Program Services Totals	\$1,469.87	-\$8,453.77	-\$6,983.90	-\$34,100.00	\$27,116.10
Other Expenses					
CSB Pro-Rata Share	-	\$1,086.37	-\$1,086.37	-\$1,250.00	\$163.63 *
Other Expenses Totals	-	-\$1,086.37	-\$1,086.37	-\$1,250.00	\$163.63
Grand Totals					
	\$19,004.91	-\$21,834.21	-\$2,829.30	-\$7,800.00	\$4,970.70

Bank Account Balances	07/01/2023	06/30/2024	Last reconciled	Summary for the Period	
MidFirst Checking	\$40,361.24	\$37,531.94	12/31/2023	Starting Total	\$40,361.24
Cash on Hand	-	-	Never	Income	\$19,004.91
Totals	\$40,361.24	\$37,531.94		Expenses	-\$21,834.21
				Ending Total	\$37,531.94

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

Submitted by: Erin Fries Signature: Erin Fries Date: 1/24/24

* Line items that are complete for this school year.

PTO GENERAL MEETING SIGN-IN SHEET

DATE: 1-25-24

NAME	EMAIL
Brigit Mendoza	brigit loves johnny @ gmail
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