



Navarrete PTO Minutes
General Meeting
August 18, 2022 - 3:30pm- Library

Attendance: Six PTO board members were present, see attached sign in sheet for other participants.
The meeting was called to order by PTO President, Michelle Adams at 3:30 PM.

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

- **President's Welcome-**

Michelle welcomed the audience and mentioned that the PTO is excited to have a full year of events planned for the community, a first since the pandemic!

- **Principal's Report-**

Dean Russnak provided the following updates that were shared earlier in the morning by Principal Whitlark at the "Wake Up with Whitlark" session.

-Parent involvement is welcomed and encouraged, we are in need of copy helpers if you have parents looking for jobs

-Lunch on campus is back, you must eat in the courtyard (not in the MPR)

-The front office will be redesigned during October to a "SARA" or single access reception area. All CUSD schools are getting this redesign, will have a holding area where people have to wait to be buzzed into campus. Mary Beth and Yolanda will be moving into Principal Whitlark's office during construction.

-New playground equipment is coming in January 2023! Our equipment is from when the school opened, over 19 years ago. A request was made for more ADA equipment.

-We are hoping to have more assemblies, and possibly bringing back "courage retreats" for 6th grade students.

- **Restaurant Nights-**

-Someburros (Chandler Heights and Gilbert Road) on Thursday, August 25th! Fundraiser runs from open to close (9am – 9pm), please mention Navarrete Elementary when you order!

-It was suggested to look at Chipotle, Pita Jungle, Barro's Pizza, or possibly having a food truck(s) come to the neighborhood (Queen Bee?) all as fundraisers.

- **Wake Up With Whitlark-**

-Scheduled for the following dates at 8:30am (8/18/22, 11/17/22, 1/19/23, 4/20/23). We will have coffee and pastries, so please come hear important updates from Principal Whitlark.

- **School Improvement Update-**

-Projects completed last year: library mural and new PE equipment/ recess cart
-PTO is researching the cost of a new Squawk costume and inflatable for events.

-What do we need in 2022?: We have \$5,000 for teachers, we need your suggestions! *Stay tuned for the survey to give us your ideas!*

- **Financial Report-**

-Income: Fry's Rewards (\$550), Clearance Spirit wear sold during Meet the Teacher night (\$1,600)
-Expenses: Back to school Pool Party (\$250), New Playground Equipment (\$500), Teacher Reimbursements (\$1,500), Teacher Appreciation (\$350)

-Chase Bank was closed on 7/1/22 and all funds were transferred to MidFirst Bank successfully.
-All 2021-2022 bank transactions have been uploaded in RunPTO. Financials and all donations over \$250 were reported to CSB on 8/9/22.

-A decision has been made to keep Money Minder (finance program) and Weebly (online store and website) for this current year. *We want to keep things simple for our community while the RunPTO program learning curve is established.*

-*Brigit shared the following updates from Erin, as she was unable to attend the meeting:*

-*American Furniture Wearhouse – 2-4% back to school, will be distributing this information soon! There is a code for online purchases also.*

-*Sunshine Acres – twice a year to correlate with Sun Groves yard sale day- this is scheduled for November 5th, from 12-2pm. Bring any usable items to Navarrete and we will sort for Sunshine Acres. They will pay by the pound for our donations!*

-*Member Services: Added a family dance, Increased back to school Pool Party, Increased staff appreciation*

-*Admin Expense: Added Library Birthday Book Club account so it's separated from Library Fund, Increased Staff water service as we are looking for a new vendor*

-*PTO Admin Expense: Added \$3,000 for science camp busses*

-*School Classroom Enhancements: No Change, each teacher still has \$200 per year for classroom reimbursements*

-*School Improvements:*

-*We have budgeted 15K between Tech, Courtyard/Playground, School/General Enhancements. We are looking for input from staff and parents on what to spend this on. **There were no immediate suggestions, so the PTO will be sending an anonymous survey to collect feedback.***

-*PTO would like to purchase a new squawk costume, inflatable to put at front entrance and balloon arch for events, volleyball net for playground, and update staff lounge/front office. Also looking at possibly having donations for the lounge from parents (Keurig coffee pods, creamer, sugar).*

-*PTO would like to add funds for stage improvements- this has been added for \$1,000.*

-*Some suggestions we have had for classrooms are new chairs and mobile whiteboards on wheels.*

-*In the past we had courage or kindness retreats, is this something we could bring back to help promote good behavior.*

-*Help pay for more fieldtrips or campus experiences like author visits*

-*Approve Budget for the 2022-2023 School Year: Michelle made a motion to approve the budget, Tammy seconded, the audience was asked for any rebuttals, and the motion was carried.*

- **Fall Ball 2022-**

- Is coming on Friday, October 21st from 6-8pm in the Navarrete Courtyard.
- Please watch for volunteer opportunities, the kids love to see you at this event!
- Feel like joining the Fall Ball Committee???

- It was mentioned to please keep the volunteer time slots to 30 minutes so people can enjoy the event with their families.
- Student Council would like to be in charge of the games again! PTO will discuss if we want games to stay outside or back in the MPR.

- **PTO Bylaws-**

- No changes to the bylaws that were updated in 2021, they are posted on the PTO website at the following link: <https://navarretepto.weebly.com/pto-bylaws.html>

OPEN DISCUSSION:

1. A discussion started when a parent asked for the Teacher Favorite Lists at the beginning of the year and not just in May for Teacher Appreciation. We stated that the forms are always on the PTO website but are in need of updates as teacher preference can change (i.e.. too much of the candy they had listed years ago). PTO is looking into a Google doc or some way to make updating the forms easier for all involved.
2. It was mentioned to look into an Amazon rewards program for Navarrete, similar to Fry's where you connect your account, and a portion of your sales goes back to the school. PTO will investigate this opportunity!
3. The Mugsy Dogs/ Dinner at the Park event was not met with great feedback, we will probably not be having that event in 2023.
4. PTO shared that we are unable to continue giving Tootsie Pops for the Spirit Count prize due to new district policies. We are looking into other options for the kids.
5. Fry's fundraising is STILL ACTIVE! Please link your account if you have not done so, this information will go out to parents soon in the PTO newsletter.
6. Kelly shared that the Teacher Appreciation Committee welcomes your feedback for specific dietary requests or if anything is needed, we would love to hear from you!

Meeting was adjourned by PTO President, Michelle Adams at 4:00 PM.

Minutes were prepared by PTO Secretary, Brigit Mendoza.

Navarrete Elementary PTO FY 2022

Budget Report

Funds available at beginning of financial year (07/01/2022)			\$35,668.21
Fundraising	Budgeted Income	Budgeted Expenses	Budget Net
Fry's Rewards	\$2,000.00	-	\$2,000.00
Fall Ball Vendor	\$400.00	-	\$400.00
Restaurant Nights	\$1,000.00	-	\$1,000.00
American Furniture Warehouse	\$500.00	-	\$500.00
Squawk Dash	\$37,000.00	-\$6,000.00	\$31,000.00
Sun Shine Acres	\$500.00	-	\$500.00
Papa John's	\$250.00	-	\$250.00
Other Fundraising	\$150.00	-	\$150.00
Fundraising Totals	\$41,800.00	-\$6,000.00	\$35,800.00
Member Services	Budgeted Income	Budgeted Expenses	Budget Net
Fall Ball	\$3,000.00	-\$1,000.00	\$2,000.00
Family Skate Night	\$1,000.00	-\$700.00	\$300.00
Winter Dance	\$1,500.00	-\$1,000.00	\$500.00
Family Top Golf Activity	\$3,700.00	-\$3,700.00	-
Family Picnic	-	-\$150.00	-\$150.00
Family Movie Night	\$500.00	-\$500.00	-
Veteran's Day	-	-\$200.00	-\$200.00
Pool Party - 2022	\$800.00	-\$300.00	\$500.00
Pool Party - 2023	-	-\$750.00	-\$750.00
Spirit Apparel/Promo Items	\$3,500.00	-\$1,500.00	\$2,000.00
Staff Appreciation	-	-\$6,000.00	-\$6,000.00
Member Services Totals	\$14,000.00	-\$15,800.00	-\$1,800.00
Navarrete Admin	Budgeted Income	Budgeted Expenses	Budget Net
Front Office Staff Supplies	-	-\$200.00	-\$200.00
Health Office	-	-\$200.00	-\$200.00
Principal Discretionary Fund	-	-\$600.00	-\$600.00
Staff Water Service	-	-\$720.00	-\$720.00
AR Millionaire Club	-	-\$200.00	-\$200.00
Whitlark Reward Fund	-	-\$800.00	-\$800.00
End Of Year Award Fund	-	-\$200.00	-\$200.00
Library Birthday Book Club	-	-\$930.00	-\$930.00
Science Camp	-	-\$3,000.00	-\$3,000.00
Navarrete Admin Totals	-	-\$6,850.00	-\$6,850.00
PTO Admin	Budgeted Income	Budgeted Expenses	Budget Net
AR Fee	-	-\$3,500.00	-\$3,500.00
Bank Cash	-	-	-
Bank Fees	-	-\$100.00	-\$100.00

PTO Admin	Budgeted Income	Budgeted Expenses	Budget Net
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	-	-\$500.00	-\$500.00
Volunteer Appreciation	-	-\$200.00	-\$200.00
Misc Exp	-	-\$100.00	-\$100.00
Book Fair	-	-	-
PTO Admin Totals	-	-\$7,250.00	-\$7,250.00
School Classroom Enhancements	Budgeted Income	Budgeted Expenses	Budget Net
Kindergarten	-	-\$400.00	-\$400.00
1st Grade	-	-\$400.00	-\$400.00
2nd Grade	-	-\$600.00	-\$600.00
3rd Grade	-	-\$600.00	-\$600.00
4th Grade	-	-\$600.00	-\$600.00
5th Grade	-	-\$600.00	-\$600.00
6th Grade	-	-\$600.00	-\$600.00
Special Education	-	-\$400.00	-\$400.00
Art Masterpiece	-	-\$500.00	-\$500.00
Speech & Resources	-	-\$200.00	-\$200.00
2020-2021 Reimbursement Carry Over	-	-\$500.00	-\$500.00
School Classroom Enhancements Totals	-	-\$5,400.00	-\$5,400.00
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
Stage Improvements	-	-\$1,000.00	-\$1,000.00
Technology Enhancements	-	-\$4,500.00	-\$4,500.00
Courtyard/Playground Enhancements	-	-\$2,000.00	-\$2,000.00
School General Enhancements	-	-\$7,000.00	-\$7,000.00
School Improvements Totals	-	-\$18,500.00	-\$18,500.00
Grand Totals			
	\$55,800.00	-\$59,800.00	-\$4,000.00
Projected bank balance if on budget			\$31,668.21

PTO GENERAL MEETING SIGN-IN SHEET

DATE:

8-18-22

NAME	EMAIL
Amy Bloomfield/martirelli	Amyb453@yahoo.com
Tammy Swing	Tammy.Swing@hotmail.com
Austin Pettif	austin_pettif@yahoo.com
Michelle Adams	mdahl862@gmail
Pamela Rodriguez Peña	prrp-trna@gmail.com
Jennifer Johnson	joham.jennifer@cusd80.com.
Jenna Hamilton	Jkelhamilton47@gmail.com
Wenyang Yao	wyyao1985@gmail.com
Cassie Itsell	itsell.cassie@cusd80.com
Lindsay Murdoch	birdieluck@gmail.com
Sara Russnak	russnak.james@cusd80.com
Kara Taylor	taylor.kara@cusd80.com
Brian Cocking	cocking.brian@cusd80.com
EMMA KINGS	

PTO GENERAL MEETING SIGN-IN SHEET

DATE:

8-18-22

NAME	EMAIL
Jessica Gargol	jessica.k.gargol@gmail.com
Melissa Buss	
Shelley Weight	
Briqit Mendoza	briqitlovesjohnny@gmail.com