

MINUTES

AISU PTO Minutes

Date | time 11/14/18 6:30pm | *Meeting called to order by* Sophia Weiss

In Attendance

Sophia Weiss (General Board Pres & Secondary Pres), Natasha Udink (Secondary VP) *on phone*, Jaimie Onigkeit (General Board VP and Elementary President), Clarissa Gotfrey (Elementary VP), Leslie Palmer (Treasurer) *on phone*, & Natalee Lance (Secretary). *Shanna Diaz (Treasurer) not in attendance.*

Approval of Minutes

All previous minutes have been approved and will be made public to Jordan King to put on the website.

Agenda

1. Book Fair- The previous book fair head did not give us any info, so we were surprised to find out that she gave all the teachers and staff 50% off. That is not from Scholastic, that is out of our money raised. It was started the first couple years to help the teachers build their classrooms. We want to help with building the classroom, but not for personal shopping. We were thinking of giving 10% off on personal and 25% off of their classroom wishlist box on the last day for what wasn't bought. UPDATED: The board voted on moving that up to 25% for personal and 50% for classroom books. Teachers also were emailed a \$5 off coupon. We need volunteers, so we are giving \$5 scholastic dollars for each shift. PTO members can get up to \$15 even if they go over 3 shifts. Ken Gines has his own basket. He spends \$200 to give each kid an item/book under \$2. Since he is donating to the kids, we will give him the 50% discount. He passes out his business card to each kid and they can come redeem it from his basket. We made over \$500 today on the first day of book fair. We forgot to do theme days, so we will just do Monday and Tues (Magical Monday and Troll Hair Tues). Natalee will put on Facebook and Instagram.
2. Santa Breakfast- Natasha said we will have pancakes, eggs, hot cocoa, juice, milk and cookies. Will be \$3 for food. Pictures are \$5 per sheet. Clarissa has a photographer.
3. Volunteer Hours- Melissa Whitehead (chair head) wants us to do a google form to submit volunteer hours. That will also give an email confirmation to volunteers.
4. Survey for next Raffle- Jaimie will make a survey to see what parents want for the next raffle for \$50 value.
5. Movie Night 11/14- Seth Parsons said he will have his kids vote on a movie tomorrow. UPDATE: Elf is the movie.
6. Movie Night Spreadsheet- Natalee requested that Leslie share the details of how much each night made, so she can inform the teachers how much she has. And how much we are holding for Luke.
7. Gift baskets from Nov Movie night. They had a couple raffle baskets and there are two left in the office that hasn't been picked up. Lana Moser (room parent) should take care of this, not the teacher or the office. She said she has the money for the ones collected and will get it to the PTO on Nov 19th. If she wants us to take over this, we will just call the second on the list. In the future raffle baskets must be paid for the night of, or we go to next bid.
8. T-Shirts- We need to outsource because Tiffany is too busy and making too many mess ups, so we are not able to make any money at this rate and shirts took up most of our budget. We have already paid her and ordered her supplies, so we will just let her help design for the Gala (invites, logo, program, step&repeat) and Bubble Fun Run. She is also on the PTO committee for the school, so she was already going to work on those things regardless. We will do the one color circle dragon design from now on. We want a bid before Thanksgiving.
9. Grandparent's Lunch- Sophia gave the numbers RSVP'ed plus 20 of the chicken orders for both days to the cafeteria. There is a spreadsheet that we will check them in on the computer and see if they have paid yet. They go to the office to sign in and pay first. Natasha can help on Tues. Natalee can help on Monday.

10. Newsletter- People are complaining about the format it was sent out. We need to do multiple options. And we need to add teachers to our send out list, because Amber requested teachers have a heads up incase parents ask about something on it.
11. STEM carts- We got the items from Scholastic for the carts, but we are waiting on Tasi to give us the go ahead to buy the carts and tell us where they can go. We don't have room to store carts and we don't want \$3,000 in STEM supplies lost. We need the locking carts and a system to check them out before we release anything.
12. Youth Teaching Youth- need to meet with Tasi on what they want for next year.
13. IRS Forms- 1023Z \$275 filing fee. Leslie will file that for us.
14. Bank Bags- Leslie can order those.

Next PTO Board Meeting

TBD at 6:30pm.

Adjourned at 7:30 p.m.