

# Pershing PTO

## Meeting Minutes

Wednesday, August 16, 2023

### Attendance

#### Executive Board

Luis Pacheco, Caitlyn Snarr, Tim McConica, Stephanie Pacheco, & Marcie Young

#### Members/Staff

Amber Kagel (Teacher Rep), Angelica Aiello, Alex Surita, Joanne McConica, Munkhtuul Tuvshinbayar, Jordan Meyer, David Kim, Hanibal Sondereggen, Tia Bell, Christina Rudd, Alexander Seele, Michelle Ronhausen, Tania McCollum, Evgeniya Strigunkova, Amy & Marc Ward, Brad & Laurie Danielson, Melissa Clark, James Platt, Ashley Albert, Kristine Riggs, Myrna Romero, Debbie Herren, Cindy deBeer

**Call to Order and Welcome:** Luis Pacheco called the meeting to order at 6:04 PM.

### Principal's Report

(Mrs. Shelton at her daughters HS orientation, no messages to relay)

### President's Report

- PTO Board and Teacher Rep (Amber Kagel) introduced themselves.
- Luis demonstrated that the PTO Website contains info, agenda, minutes, calendar
- Luis informed members that PTO Bylaws have been reviewed/updated in regard to \$ collection/deposit (2 people to count & record every time.
- PTO Bylaws draft to be sent out for voting next month.
- Luis explained the purpose of the organization- what we fund, how we raise money, how members can help, etc.

**Secretary** (Marcie) brief overview of PTO Board meeting in July.

*Motion to approve minutes- APPROVED*

### Treasurer Report (Tim)

- Presented Report 1: Bank account is currently in balance. Tim explained income sources & reimbursement check for Secret Gift Shop
- *Luis motioned to approve (12) checks 1276, 1277, 1278, 1279, 1280, 1281, 1282, 1284, 1285, 1286, 1287, 1288. Seconded by Tim. APPROVED* unanimously.
- Presented Report 2: Tim explained 'earned profit vs \$ spent= net profit. Aprox \$8k budgeted for school services, events, programs.
- New projects (ie: new picnic tables, equipment, etc).
- Special projects (avail funds aprox \$27k.)
- Allocated/planned funds: (\$14k NOT going towards Chromecarts, as planned last school year, due to the district providing 2 carts) NOW AVAILABLE FUNDS.

### Hospitality Report (Steph)

- (Steph/Caitlyn) Cleaned/organized the Staff Lounge and provided snacks
- (Caitlyn) helped with photo opp for Kinder Meet & Greet
- Steph to start sending out birthday cards to staff
- Staff Surveys sent out: explained to members what a great resource it is for student families wanting to gift teachers and staff. Available to view on website

### **'SPIRIT' (Restaurant) Nights**

- Luis discussed previous year's restaurant fundraiser nights and that **we need a new lead/chair** to reach out for restaurant participation.
  - Crumble: 8/30
  - La Placita: 9/18
  - Baskin Robbins: 10/5
  - Next Spirit Night to be organized by Laurie Danielson volunteered to try to set something up

### **Membership**

- Steph volunteered to help with communications & donations for prizes, Marcie membership data entry & thank you correspondence emails.
- Incentives: top 3 classes get popsicle party, top class gets pizza party
- 9/12 last day to sign up 9/13 winners announced
- Mentioned staff, student/fam membership #'s at this point

### **Other Business**

- Kinder shirts
- BTSN: Wed. 8/23 6:00/6:45 (Amber- teacher rep) encouraged members to attend- it's a great opportunity to learn about the upcoming year and to meet each other. PTO will have a table at the event to promote membership drive.
- WEBSITE: Need to find a new host platform and transfer our website. Luis motioned to approve \$400 towards a new host to cover the next 3 years. *Motion APPROVED*. James Platt mentioned he may know of a couple free or low cost host options and will email Luis with information
- Calendar on current website has a notification feature for meetings and events
- Box Tops: now submitted digitally via app. Set up an account on the app, and link it to Pershing. Submit a pic of your receipt showing a purchase of a Box Top/General Mills product. <https://www.boxtops4education.com> 'Invite a friend' promo: use someone else's code (who has already signed up) then give your invite code to someone else for extra 20 box tops points each. (Marcie's invite code: W9FCO4Z8)
- Apple Hill Pie Sale: Tia Bell and Allie Sealy volunteer to help pick up pies in AH. We need to set up an order link on our website
- Movie Night: (11/18)
  - Need to get free license to show movie.
  - Popcorn: Luis is fixing the doors Pershing's popcorn machine
  - Hot dog stand: Joanne McConiga has contact
  - Cotton Candy: Tia Bell has machine, may be able to help with ours

- \*Ashley Albert said the district has equipment you can rent\*
- Cindy deBeer to assist in planning

### **Secret Gift Shop (12/4-12/8) Steph- chair**

- Steph has gotten a great head start on shopping for items. Ideally we would like to figure about 6 items per student (aprox. 3000 items). More items needed, Steph asked members to reach out if they find a great item/deal.
- VOLUNTEERS NEEDED: set up, hours of operation, transactions, gift wrapping, student shopping helpers, etc.
- Discussed donating funds for low-income families. Last year a dentist donated \$ towards the cause.
- Digital vouchers worked well last year.

### **Winter Pancake Breakfast (12/16)**

- Marcie to help/ VOLUNTEERS NEEDED: donations for food, planning, set up, decor, servers, cooks, activity?, clean up, etc.
- COOKING EQUIPMENT NEEDED (ie: camp grills, griddles, warmers)

### **Doughnuts with Grownups (2/2)**

- Invite community (ie: police, fire, etc) and families

### **Members asked about other school opprtunities**

- Shared school photo account, that way we have more pics than from just school employees.
- Prom (Ashley Albert mentioned Twin Lakes event), Luis discussed similar events we have done in the past (ie: Bingo night, Parents night out, Glow Dance, Carnival)
- Co-Ed 6th grade volleyball. Tia Bell said she and Amy Stockett are willing to coach, but they would need to start ASAP.
- Band & Choir: discussed there was an announcement offering a stipend to instruct.
- Talent Show: (ie: Earl LeGette hosts theirs at Carnegie because its a bigger venue)
- Community Garage Sale
- Luis will discuss with Kendra Shelton to send out an email about other school opportunities and have people volunteer, coordinate/organize. We will need to find out about what permissions are needed, where & when practices would be held.

### **Next PTO Meeting (9/13)**

- Fun! Craft Night!! The Pacheco's have 200+ craft kits from Home Depot. It may be useful to bring some hammers and screwdrivers. We will keep the meeting short and spend the majority of time with fun activity.
- **\*\*Zima Creason** (SJUSD Cabinet and Board of Trustee President) will be in attendance for meet and greet & promotion of our PTO.\*\*

### **Closing Questions**

- Budget: What is the plan with the allocated \$12k funds that were supposed to go towards the Chromecarts.
  - Two classroom TV's

**Adjournment:**

- Member David Kim "Let's strike while the iron's hot!" Lets plan into October now, we only have one meeting until then. Member morale is optimistic and in agreement.
- 8/23 BTSN PTO table to encourage membership.
- Luis Pacheco adjourned the meeting at 7:35pm.