

# Pebble Creek PTO Meeting Minutes

## September 8, 2023 – 9am

**Attendees:** Megan Jonasson, Kyle George, Morgan Moore, Ann Hix, Courtney Collins, Steph Giblin, Melissa Poling, Kimee Kendell, Cheryl Robison, Karli Brumbaugh, Nikki McDonald, Laura Franks, Carin Douglass, Rachel Collier, Pablo Herrera, Melissa Martin, Ashlie Mobley, Staci Cocanougher, Andria Kastner, Hanna Caroccio, Amy Schielack, Sarah Seidel, Becky Brooker, Ashley Wilson McKinley, Jen Williford, Kristen Shepperd, Meagan Kee, Lauren Horton, Traci Phillips, Ashlee Schoenvogel, Ali Massey, Rachel Forrester, Christine Weigle

**Teacher Representative:** Sarah Dixon

- I. **Call to Order**
  - a. Megan called the meeting to order at 9:00am.
- II. **Welcome & Introductions**
- III. **Approval of Minutes from May 2023 Meeting**
  - a. Cheryl Robison made the motion to approve, Ann Hix seconded the motion. The motion passes and minutes are approved.
- IV. **Principal's Report – Blaire Grande**
  - a. This has been a great start to the school year! The building renovations look wonderful.
  - b. OPAS Field Trips (funded half by the Education Foundation, half by PTO) are about to begin.
  - c. Citywide PTO meeting will be hosted at PCE on September 26 to show off the new building.
  - d. Make sure to fill out the Volunteer Application on CSISD website.
  - e. New program at the school – CASL, for students with communication difficulties.
  - f. Playground slide is still not here – feel free to reach out to the city or to John Hall at CSISD ([jhall@csisd.org](mailto:jhall@csisd.org)) to further encourage the quick replacement of the slide.
  - g. There has been a security guard installed at the school (at all elementary schools); he has been introduced at Morning Assembly (Mr. Rodriguez, the “Safekeeper”). Please feel free to reach out to Mrs. Grande if your children express any concern or questions about his presence.
  - h. Book Character Parade- we will try something different this year; we will be moving it to the Friday before Thanksgiving, and make it a “Literacy Enrichment Day”, which is also the week of Book Fair so it coincides well.
- V. **Teacher Report – Sarah Dixon**
  - a. School year is off to a fast but great start! Thank you for everything.
- VI. **Treasurers Report – Ann Hix**
  - 1) Balance Sheet, Forms to Use, Getting Reimbursed, & Tax Exempt on Purchases
    1. W-9 form was sent out in Megan's previous email.
    2. Fill out reimbursement form and submit to Ann if you need it.
    3. We do not reimburse sales tax.
      - a. Just turn in the exemption form at whatever vendor you are using. Some places already have ours on file.
      - b. Amazon – we have a PTO account.
    4. Beginning balance at 7/31/23: 94,634.06
    5. Ending balance at 8/31/23: \$108,497.96
    6. If you are going to go over your budget, you need to submit a budget reallocation request to Ann and the board will need to vote on it.
- VII. **Old Business**
  - 1) Meet the Teacher Success! Thank you, Melissa and Jen!
    1. Still selling waterbottle stickers – reach out to Megan if you want one!
    2. Can also purchase the hallpass IDs for faster entry to the school.
  - 2) 2022-2023 School Yearbooks have been distributed!
  - 3) School Sponsorships and T-shirts! Massive THANK YOU to Amy and Sarah!!!
    1. Shirts look great!
    2. Sponsorships worked so hard this summer - \$28,650 in cash was raised over the summer. We also had about \$15,000 in in-kind donations, including meals, the storage shed, and landscaping.
    3. The board was given a free shirt – make sure you talk to Sarah if you have not gotten one.

4. Spirit store is also open for purchase – this closes September 22<sup>nd</sup> (hoodies, vests)... do not try to use the apple pay. Doesn't work well.
- 4) Paid Citywide PTO dues
- 5) Sonic Drink Delivery – Thank you Lauren for creating it and getting it sent out!

## VIII. **New Business**

### a. **Current Available PTO Positions – VIPS (1)**

- 1) Vote to Approve Updated Roster for 2023-2024
  - i. Cheryl Robison made the motion to approve, Steph Giblin seconded the motion, motion passes and the roster is approved.

### b. **PTO Procedure Updates**

- 1) Business Procedures and Committee Budgets
- 2) Each Committee member is to stay within their established budget. If additional funds are needed, the Board must vote prior to the commitment of the funds.
- 3) PTO is a 501c3 non-profit organization. We do not pay sales tax. Use the tax-exempt form when purchasing items. The PTO does not reimburse tax.
- 4) Complete a Reimbursement form and submit with receipts to Ann.
  - i. All checks require two signatures.
- 5) Each Committee is expected to communicate with the Executive Board Members; President, Vice-President, Treasurer, and Secretary.
- 6) All flyers/PTO information to be sent home must be approved by the President and the Principal. Once approved, flyers then must be submitted to Amy Barrera the Wednesday before the outgoing Monday folder. Information from PTO is printed on yellow paper so anything yellow in the Monday folders should be PTO news. If you would like your flyer or any PTO information included in Mrs. Grande's weekly emails, those must also be emailed to her by Wednesday.
- 7) Please try attend meetings and lend a hand when you can! Volunteering is more fun when done together!!!

### c. **Website – pebblecreekpto.org**

### d. **PTO mailbox / PTO Room / Outdoor Storage Space – Reno on September 18th**

### e. **PTO Facebook Page –**

- 1) Send anything you need posted to facebook to Leslie Stewart (email or text); try to already have a picture and wording so she can just upload it exactly how you want it!

### f. **City Wide PTO Meetings** – First meeting was for President's and Treasurers working on submitting forms for taxes. Next meeting is Tuesday, September 26<sup>th</sup> Pebble Creek Elementary School is hosting! Can't wait to show off our beautifully renovated campus!

### g. **Key Fobs** – They still work! You do have to turn in your ID but they do speed up the check in process. We are selling them for \$1.00 at the end of the meeting.

### h. **Water Bottle Stickers** – They are \$1.00 each. We will also be using them as prizes at carnival and throughout the year.

### i. **PTO Insurance**

### j. **Paws Pathway Sidewalk Paintings** – The first 60 have been painted! A big thank you to Pablo, Eric, and Aren for putting those down! Families can purchase these for their child putting their First Name, Last Initial. Or just the Last Name. Or even a Teacher's Name! Up to 15 characters. They are \$30 and this is part of our carnival fundraiser. Click here to purchase.

### k. **Freddy's Spirit Night** – Wednesday, September 27<sup>th</sup> from 4 – 8pm. Say "I'm here for the fundraiser" or show your flyer at checkout. Online or Mobile App use promo code: GIVEBACK

### l. **Room Parents** – Reach out to teacher for class list. Can also use the student directory on the PTO website password is Carnival

## **Committee Reports**

- 1) Communications & Website – Cheryl Robison
- 2) Facebook – Leslie Stewart
- 3) Sponsorships & T-shirts – Amy Schielack and Sarah Seidel
- 4) Art Gallery Curator – Kat Thompson
- 5) Book Fair – Nichole Rodriguez and Melissa Poling
  - i. November 13 – 17; more to come

- 6) Carnival – Katie Westerheim, Kimee Kendell, Cheryl Robinson, Leslie Stewart, Katherine Thompson, Rachel Collier, Melissa Martin, Courtney Cannon, Ashlie Mobley, Kyle George, Megan Jonasson, Karli Bumbaugh, Nikki McDonald, Shannon Riggs, Laura Franks, Carin Douglass, and Pablo Herrera
  - i. Sponsorships for Games still not covered.
  - ii. Could also use another person for Carnival Decorations.
  - iii. Kids Raffle drop offs will begin soon (9/18)
  - iv. All flyers have been going out with donation information.
  - v. Theme: Under The Sea
  - vi. October 14<sup>th</sup> 1-5pm
  - vii. Ticket Sales will begin soon.
  - viii. Niki reached out to the news so we can start spreading the information to the community.
- 7) Dad Patrol – Eric Walters
- 8) Field Day – Eric Walters
- 9) 5k Fun Run – Courtney Collins and Steph Giblin
  - i. Would like to add a 10k run this year as well.
  - ii. Book-a-thon for Spring will still coincide with this fun run.
  - iii. Working on a title sponsor
- 10) Food Drive – Becky Brooker and Katie Westerheim
  - i. Same dates as last year (over Valentines Day)
- 11) Free Little Library – Heather Jankowski, Tiffany Douget, Kat Thompson
- 12) Garden – Jennifer Nations and Kat Thompson
- 13) Kinder Coordinators – Sarah Seidel
- 14) 1<sup>st</sup> Grade Coordinators – Jen Williford
- 15) 2<sup>nd</sup> Grade Coordinators – Ashlee Schoenvogel
- 16) 3<sup>rd</sup> Grade Coordinator – Leslie Stewart
- 17) 4<sup>th</sup> Grade Coordinator – Ali Massey
- 18) CASL advocate/ Coordinator – Rachel Forester
  - i. CASL integrates with their grade level peers as often as they can during the day.
  - ii. Goal is to make sure that all we do will be inclusive of this group.
- 19) Panthers Helping Panthers – Andria Kastner, Staci Cocanougher, Nichole Rodriguez
  - i. Lollipop sales targeting early November
  - ii. Could also sell water bottle stickers
- 20) Profit Shares/Spirit Nights – Hanna Caroccio and Carin Douglass
  - i. Yard Signs raised about \$256 so far (first profit share!)
  - ii. Freddy's on 9/27 – will get those flyers to Cheryl soon.
  - iii. Poster budget - \$300 for the entire year for all committees (excluding Carnival)
- 21) Scholarships/Grants Coordinator – Stephanie Mitchell
- 22) School Supplies – Nichole Rodriguez
  - i. Sold 151 kits!
- 23) Staff Relations – Staff Meetings – Ashley Wilson McKinnley and Karli Bumbaugh
  - i. All staff relations will have a meeting next week.
  - ii. Two meals have been donated (Walks Ons and Blue Baker)
- 24) Staff Relations – Christmas Luncheon – Angela Wilke, Leslie Stewart, and Lindsay Coco
- 25) Staff Relations – Teacher Appreciation Week - Kristen Shepperd, Catherine Chessher, and Jen Williford
- 26) Staff Relations – Fun Extras! – Meagan Kee, Carin Douglass, Catherine Chessher (birthdays)
- 27) Teacher Wish List – Sarah Seidel
  - i. Teachers are either sending their reimbursements or amazon orders
  - ii. Each teacher gets \$150, have until January to order/submit
- 28) Variety Show – Rachel Mayne and Meagan Jackson
- 29) VIPS – Lauren Horton and \_\_\_\_\_
- 30) Yearbook – Megan Jonasson, Aren Jonasson, and Traci Phillips

## Upcoming Dates

- September 15 – Dress up Day – wear a jersey or team shirt
- September 18-29 – Kids' Raffle New Toy Collection – drop off in the box in the vestibule
- September 18 – Lunch Visitors are welcome!

- September 22 – Last day to order additional Pebble Creek t-shirt designs  
<https://pebblecreekportal.itemorder.com/shop/closed/>
- September 22 – Carnival Meeting – 10-11am in Café
- September 26 – Individual Student Photos
- September 26 – Citywide PTO Meeting held at Pebble Creek Elementary School 12-1pm
- September 27 – Freddy’s Profit Share – 4 - 8pm. **Say “I’m here for the fundraiser” or show your flyer at checkout. Online or Mobile App use promo code: GIVEBACK**
- October 5, 2022 – Carnival Meeting – 10-11am in the Cafe
- October 6 – School Holiday
- October 9 - School Holiday
- October 10-13 – Two Liter Soda Bottles, Full Size Candy Bars, and Sweet Treat Collections – Collecting at morning drop off!
- October 10-13 – Kids’ Raffle – Tickets on sale during lunch. Kids can purchase tickets for raffle items for a chance to win! Even if you can’t be at the carnival you are able to participate!!
- October 13 – PTO Meeting 9-10am in the Café followed by the Carnival Meeting at 10am
- **October 14 – Carnival!!! - Under the Sea Carnival – 1-5pm**

**Meeting Adjourned! Thanks for attending!!!**

**\*\*Meeting adjourned at 9:53am.**