

Cortina PTO General/Board Meeting

Meeting Date: September 06, 2017

Location: Cortina Media Center

Call to order Board Meeting: 6:05 PM

In Attendance: Reide, Amber, Tim, Tawny, Nicole C (left at 7pm), Dennis, Nicole H, Riannon, Trina

❖ **Principal Notes:**

- Dan mentioned Make a Difference Day
 - Dennis will get with Trina on a time for the event
 - Will get with David to see what needs to be done this day

❖ **Treasurer Report:**

- Reviewed July and August statement with credits and debits
 - July statement – motion to approve by Amber and Reide
 - August statement - motion to approve by Amber and Reide
- Funding requests:
 - Kelly Papke would like \$157.98 in resource books for IPP team for struggling students. This will come from student needs. Motion to approve by Nicole C and Reide

❖ **PTO Admin Business:**

- Lots of changes for the PTO. Riannon went to a finance meeting and district has changed some of things involving how we do business
 - We cannot take district approved fees i.e. teachers charging for a field trip
 - We need to start talking at meetings about what we plan to spend within the time frame of our next meeting and all purchase must be approved and added to the minutes. This included Spirit Friday, Hospitality etc. Please come prepared to each meeting if you will need funds for anything
 - Must go over and review the financial report each month so everyone knows where the money is coming from and going
 - The treasurer can validate money and someone will need to verify and review and they will be the ones to take the deposits to the bank
 - If anyone would like to see a copy of the bank statement they can look in the PTO book. Copies cannot be handed out as they contain bank information. If anyone is in need of a copy they can get an itemized list
- August Meeting minutes – motion to approve by Tim and Nicole C

❖ **Old Business**

- Vending machines
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- Tawny still needs to get with JM to get a survey out to the teachers to find out what snacks that they like and we can purchase during Costco night
- We can purchase \$100.00 worth of snacks to start off at
- Tawny will need to get with Dan in regards to the Swifter mops and where to purchase them from
- Peter Piper Pizza restaurant night was a great success. Teachers stated they really enjoyed it and heard great things from their students' parents

❖ Upcoming Events:

- Cookie Dough
 - Pep rally is 9/7/17
 - Sales end 9/21/17
 - Delivery date 10/23/17
 - We will need volunteers for this date and Tim will reach out
 - Costco Night
 - Will take place on 9/16/17 from 7-9
 - Tawny to send Trina the wish list
 - Will add to the flyer that any student who shows up in their spirit wear and visits the PTO booth will be entered into a raffle for 10 tickets to Fall Festival
 - Box ideas
 - Amber will meet Tawny in the PTO room on 9-11-17 after school to see what supplies we have
 - Tawny will send out a text to see who can help design the box after school on 9-12-17 and 9-13-17
 - Would like to purchase a pallet of paper, water bottles, snacks for the teacher meetings and front office snacks
 - Funds would need to come from the prior year for these purchases.
 - Paper can also be used for the next school year as well
 - Could buy a gift card from Costco and can use that for water and snacks
 - Approximately \$1,500.00 for a pallet of paper
 - Can do two \$100.00 gift cards, one from hospitality funds and one from student needs
 - Friday Knight Lights
 - 9-22-17
 - The game starts at 7pm
 - Students who wear their spirit shirts will get in for free, parents will have to pay
 - Hospitality
 - The next teacher luncheon is on 9-28-17
 - Lunch will be donated by Texas Roadhouse
 - Make a Difference Day
 - 10-28-17
 - Dads club will take this over
 - Dennis will create a sign-up sheet to see how many dads will come out to help
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- Dennis will need to see how many people that they need to complete the projects
- Dennis will create a save the date flyer and then another flyer with follow up information
- Dennis will send information to Reide who can send out to the teachers for additional help
- It was brought to Dennis's attention that he can also create a sign up volunteer account for people to sign up for specific jobs
- Tim can also reach out for volunteers
- Free Cash
 - Flyers need to be created and sent out for a new Shoparoo competition and Fry's since both started a new year on 9/1/17
 - Tawny will send Debby an email with the free cash updates and information that needs to be sent out
- Fall Festival
 - 11/3/17 from 5-8
 - Teacher themed games
 - Reide will send the information to Tawny for each grade levels games
 - Lights
 - Riannon will call the guy we used last year to reserve
 - Food Trucks
 - Tawny will oversee getting the food trucks
 - Bounce Houses
 - Dads club will watch over them and make sure rules are being followed by the students
 - Trina reached out to Good Time Bouncers
 - ◆ They give a 20% discount to schools
 - ◆ Normal bounce house is \$90.00
 - ◆ A slide and bounce house is \$170.00
 - ◆ Generators – will only charge is for gas \$15.00 each
 - ◆ The owner Rick will donate his time at the event
 - ◆ Members agreed to use this company
 - ◆ Tawny to send Trina the Rental agreement, insurance and we need to get approval from district
 - Vendors
 - Need to start advertising
 - Will work on getting this started within the next few weeks
 - Looking to see who can assist with this

❖ Opens

- Maker Spacers
 - Approve from prior year
 - \$1,000.00 for K-2nd
 - \$2,000.00 for 3rd-5th
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- \$1,000.00 for 6th
- Coop Scoops
 - Trying to see how we can add this as a vendor but due to insurance purposes may not be able to
- There is a food truck in the neighborhood that does breakfast food and would like to be at one of our events.
 - We can possibly use then at the Fall Festival
- We need to add Dads club to the bylaws and will need to present them at the next board meeting and vote them in
 - Tawny and Trina will need to update the bylaws
- Backtotap.com is a fundraiser that the school can use for water bottles and they give 20% back to the school. They have screw on lids and straw lids.
 - Tawny will get prices and bring back to the board
- Approval to spend funds for the next month

Category	Amount	Reason
Hospitality	400.00	Costco gift card, teachers gifts and vending machine expenses
Student needs	300.00	Books for Kelle, Costco gift card
Spirit gear	500.00	Water bottles to sell
Prior maker space	5000.00	For all grade levels for maker space rooms
Admin	500.00	Misc
Teacher reimbursements	1000.00	Teacher reimbursements
Campus needs	200.00	Misc
Prior year	1500.00	Paper from Costco

❖ **Meeting Adjourned: 7:35 PM**