

PTO MEETING

01.23.2024

5:45 PM

VIA ZOOM

MEETING CALLED BY:

Michelle Tandle

TYPE OF MEETING:

Special PTO Meeting

FACILITATOR:

Michelle Tandle

ATTENDEES:

Melinda Murdock, Colleen
Andrew, Michelle Tandle,
Beth Koncelik, Justin
Ritchey, Gabrielle Pedersen,
Nikki Brown

MINUTES

AGENDA ITEMS:

1. Snowflake Dance Update
2. Parent Representative Nomination Update
3. New Secretary Nomination/Vote
4. Valentine's Day Grams Fundraiser
5. Gertrude Hawk Fundraiser

PRESENTER:

Michelle Tandle
Michelle Tandle
Michelle Tandle
Michelle Tandle
Michelle Tandle

DISCUSSION:

1. PTO has snacks to offer to students for dance. Michelle ordered a backdrop for photo stand. Nikki has balloons to decorate the backdrop/stand and will set that up Thursday evening. Colleen to order 4-6 water jugs. Volunteers will meet Friday to work on final preparation. Mrs. Hamilton has graciously volunteered the library space for the PTO to utilize for set up.
2. The PTO needs a Parent Representative. Michelle is still trying to touch base with a nominated parent to see if she interested in the position. Michelle requested to hold on this as the parent was not in attendance.
3. Michelle nominated Beth Koncelik as the new PTO Secretary. The vote passed unanimously by the PTO members present.
4. Michelle will be taking the lead on Valentine's Day Grams. Last year the gram came with a lollipop. Discussion about different non-candy items that could be used instead of lollipops. Suggested items were stickers, temporary tattoos, (Four houses one home) pins, erasers, and fidget toys. Colleen will work on ordering those. Michelle will be working on the new template – flyers to be sent home 1/29 or 1/30 with a return date of 2/8.
 - a. Volunteers will be needed to complete the grams.
5. Gertrude Hawk suggested fundraiser run time is 2/1-2/16 and online orders will be through 2/24 for free delivery. Gabby to work on getting those sent home this Thursday to try to separate the two fundraisers. Paper orders will be requested to be returned on 2/15. Michelle, Nikki, Justin and Beth to meet after school on 2/16 to verify orders.
6. General Discussion:
 - a. Gabby Mentioned that the Change Challenge is collecting a lot of change. Melinda said that this will be shown at the Pride Program this week.
 - b. Michelle mentioned a Movie Night fundraiser – she was not sure if it was typically held in February or March. We are planning for March this year.

- i. Beth asked if there was a list of fundraisers that the PTO usually has each year but there is not currently – it has always been the Gertrude Hawk Fundraiser and more recently the Boo Grams/Valentine's Grams. Beth suggested that in the beginning of the school year the PTO create a list of the anticipated fundraising events as a way to keep track of the upcoming events. Colleen suggested we start working on the Holiday Shop much earlier (around March).
- c. Treasurer's Report on the proceeds from the Holiday Shop – in total it made about \$1,000.
- d. Suggestion for Mother's Day Fundraiser – will discuss this more in future meeting.

ACTION ITEMS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Send Gertrude Hawk fundraising event home with students.	Gabby Pedersen	1/25/24
2. Order water jugs for Snowflake Dance.	Colleen Andrew	1/26/24
3. Send Valentine Grams home with students.	Michelle Tandle	1/30/24
4. Order Valentine's Day Gram gifts.	Colleen Andrew	2/8/24 (received)
5. Valentines Day Grams collected/completed/returned.	PTO Volunteers	2/8/24-2/13/24
6. Gertrude Hawk forms returned/counted.	Michelle, Nikki, Beth, Justin	2/16/24
7. Gertrude Hawk Bank deposit	Michelle/Nikki	TBD
8. Parent Representative nomination	Michelle Tandle	3/4/24

OTHER INFORMATION

SPECIAL NOTES:

Next meeting on 03/04/2024 at 5:45 pm via zoom.

