



**PTO Meeting Minutes
2022-2023 Academic Year
December 7, 2022**

Attendees:

- Laura Richter
- Chesney Cote
- Carla Ponder
- Erin Atkinson
- Michelle Johnson
- Gabriela Moon
- Jana Nolen
- Brittany McEver
- Amanda Stewart
- Becca
- Paula Martinez

Meeting location:

- Room 55 & Zoom information included for virtual option

Motion to start the meeting by Chesney. Second by Carla at 12:10 pm.

Minutes Approval/Edits Secretary - Tanisha Parrish

- November 2, 2022 meeting minutes
- Reviewed November 2, 2022 meeting minutes – No suggested revisions to the minutes. Motion to approve November minutes by Carla, Second by Chesney.

Officer Updates

- President – Erin Atkinson
 - No updates
- Vice President/Communications – Carla Ponder
 - Reminder to give Adi one week advance for copies or posters.
 - Worked on the website and it is up to date now with upcoming events.
- Treasurer - Chesney Cote
 - November Financial Report
 - Glow Run and Santa Night financial summary
 - Discussed minor outstanding expenses that will come through for these.
 - Budget update

- Discussed options to consider in the spring with surplus funds. About \$9,700 dollars to distribute to categories.
 - M&M Spirit Shop check - \$280
 - Amazon Smile account - \$103
 - Discussion on how to set up personal Amazon account to contribute to South Knoll. Carla going to work on a demo video and also for Kroger. Teachers are allowed to use this. Amazon auto-deposits quarterly.
 - Light Pediatric Dentistry candy buy back - \$35
 - One teacher grant order through Walmart was not tax exempt. We have to get our account set up correctly for online ordering. Voted to reimburse the sales tax of about \$23 to Carla. Erin motioned, Laura Second.
- Secretary Update - Tanisha Parrish
 - No updates

School Updates

- Ms. Richter, Principal
 - 3rd grade musical tomorrow, sent out fast pass information
 - Classroom holiday celebrations happening next Friday, teachers sending out info to parents on that. Will also have the glow run class winners' lunch. Brittany McEver to coordinate bringing to the school. Laura to send lunch times.
 - Carla shared about a stem kit grant from the children's museum. Will get numbers of 3rd and 4th grade students and pass along.
- Field trips: No payment needs yet. Will all be in the spring. CSISD Education Foundation funded the OPAS event buses.
- Thank you's, retirements, or staff meetings – None that Laura is aware of currently.

Teacher Appreciation Updates (Sara Moffitt)

- Thursday Soup lunch for the teachers - We are still in need of some soup and sides to go along with the soup for Thursday December 8th!
 - Need 3 more soups. Accepting donations of \$20 in lieu of a soup. Individuals donating soups will bring crock pots. Have volunteers set up for serving. Need soups dropped off between 9:30 and 10:00 tomorrow.

Teacher Grants:

- One request since the last meeting was approved. No others received.
 - Approved smaller amount grant for Ms. Smith since last meeting.
 - Discussed two grants on hold. One is being taken care of (Ms Holick) and the other we can hold a bit longer (Ms Harris).
 - Carla will get in touch with Ms Luna to discuss remaining items to order for Makerspace.

Committee Updates

- **T-Shirt/Spirit Shop Committee** (Amanda Stewart):
 - No update. Received check.

School Events

- **Spirit Night** (Michelle Johnson):
 - 10/21 - Chuck E Cheese - \$385.18
 - 11/15 - Jersey Mike's – no word on final amount yet. Planning date to deliver check for a photo op.
 - 12/13 - Andy's frozen yogurt (you must bring the flyer for money to be donated to the PTO) – received flyer and being translated to be sent home on the 13th. Carla asked if they will accept digital and Michelle is going to check.
 - 1/20 - Fazzoli's Spirit Night
- **Santa Night Takeaways/Recap** (Chesney Cote)
 - Thought the changes we made were helpful to make the night go smoothly and less stressful for all (increase price, move stage, designate line area, pre-pay option, classroom activities to spread out everyone). About 87 families came for photos with Santa. Good feedback on photo backdrop and mascot photo option. Going to be on lookout for some sales after Christmas to get materials that we need every year.

Open Floor

- Consider date to clean out PTO closet.
- Discussed date for Tiger Family Night – set for Thursday, April 13th. Carla said to let her know if you want to help coordinate the event.

Meeting Adjournment

- Next meeting will be Wednesday, January 11th @ 12:00 PM
 - Motion to adjourn by Ms. Moon, Second by Carla. Adjourned at 12:45.