

McKenny PTO Board Meeting Monday, August 14th, 2023

Attendance: Jessie Moreno-Graham, *Co-President*; Collette Paulson, *Co-President*; Amanda Villano, *Treasurer*; Morgan Rydland, *Secretary*; Janelle Cromwell, *Volunteer Coordinator*; Tess Roth, *Parent-at-Large*

Meeting Convened at 6:30pm

No previous meetings minutes to review and are unable to vote.

Updates from Principle Havens:

Not present but provided written updates.

- Class sizes are down so there will be a split in the 2023/24 year.
 - Kindergarten: Shaffer/Pendleton, 15-20 kids ratio
 - 1st: Johnson/Woods
 - 2nd: Campbell/Frances
 - 3rd: Lloyd/Sjobboen
 - 4th: Bremner
 - 4/5th: Espedal-Johnson
 - 5th: Turpen
- As many as 28 kids in the higher grades. Kindergarten jumpstart: information coming out Wednesday, 8/16/2023
- Still getting/accepting enrollment documents for Kindergarten.

Treasurer Report

Amanda reviewed the budget and line items.

- Income: no changes since end of school year. Store rewards will be less since we lost Amazon smile, good to push Kroger family rewards. Great to do a screenshot/QR code and post to social media to help people sign up to increase participation.
- Teacher expenses: \$150 per teacher, specialists 375, counselor: \$200 = 1650 for the year
- PTO expenses: Spelling bee is new this year.
- New shirts and hawkware were separated out, no longer listed as the same category. New shirts are ready for distribution.
- Office supplies: Treasurer needs to purchase stamps for PTO needs.

New Business/Events:

PTO Dues 23-24:

Collette motioned to not collect dues for the 2023-2024 dues, Amanda second to not collect dues for the 2023-24. All in favor, none opposed.

Kinder Jump Start:

Colette/Jeff chairing the event. August 24th, time to be determined.

Fall Hawkwear:

Lauren to come up with new designs and will present ideas/pricing to PTO meeting in September. Continue with thinking of new color ideas as pink was very popular last year. Discussion around doing white hawkwear for kindergarten for 2024/25 calendar year as they do tie-dying during the year.

Back to school Social/Supply Drop-off:

Day before school, 330-5pm, Sept 5th @ McKenny. Confirming with Corrie about location to give out Otterpops. Jeff is the point of contact for the event. Sign-up genius created as we will need volunteers to table the event. This will all be in the Hawk Talk as one will go out just prior to school starting.

Website/Instagram/Facebook:

Tess to help with Social Media traction as well as website. Goal to try to streamline and organize.

- We have been paying for two services. We are currently paying for webli/squarespace. PTO minutes will continued to be stored/uploaded. Website: would be great to be able to have flyers for future events to help people see key events and find them easier. Looking to just keep current year events on the website. Provide Tess with photos for website (ie. Ribbon cutting ceremony of playground).
- Website advertises for donations for sunshine funds but doesn't currently receive donations. Look to change that link to a ChedderUp over the link on the website.
- Janelle to get access to ChedderUp to look into Volunteer sign up options over Sign-Up genius.
- Think about PTO to switch to Gmail/google drive which is more secure and could be used for communication as well. Suggestion to have needed parties for trainings to come a few minutes early to PTO meetings to help with trainings/orientations.
 - Facebook/Instagram: Janelle to take over for 3 months to help Tess work to make the transition.
- Create a drive of photos and organize by events. Look to Kanina to get the OK for who we can have photos for.

Tentative Calendar:

PTO meet-n-greet/info session:

Initially was going to be on the first day of school for 1-5 grades (Sept 6th), and first day of kindergarten (Sept 11th). The older grades have not been well attended so will be dropping it and doing just one session. Volunteers out front of the school and people inside the school to help encourage people to attend the PTO info session following Kindergarten first day of school. Plan to bring QR code so parents can sign up for the PTO.

PNW Theater: 10/20-21:

- Will be doing Annie. Will be open to 3rd-5th grades. Vote Sept 12th if there will be a registration fee—plan to have scholarships available to those who are unable to pay the fee. Will need to have someone/persons to chair event.
- Ocean Spray will be providing a grant for \$4,000, which will leave a remaining balance of \$2,000. PTO will be providing production with the first check.
- Theater Production starts 9/25. 9/20: Pre-parent meeting to set expectations and have Volunteer coordinator, Janelle to help sign up for the day of events. Will need to have 1 Parent at every practice as the event/rehearsals are NOT a drop off event. We will have waivers, signing in and out forms, a binder to remain at the school during the practices. This will be communicated to the parents.. Also of note, watching of the final performance is also not a drop off event. Information also provided in the Hawk Talk, ChedderUp, Flyers
- Morgan to help with concessions. Look to advertise on the website for presales. Will have a pre-order line for day of event pick-up. Also, coordinate with who is providing the introduction to the performance to ensure what they are communicating is accurate to what is actually in the concessions.

Movie nights:

Need to buy the rights to be able to show the movies at the movie nights which is \$480 dollars for the year. Will need new chairs for this year's events. Continue with kindergarten needing to have a parent, but older kids will be drop-off.

Photo fundraiser:

Janice would like to just do the photos, doesn't want to chair the event. Tess would be open to chairing the event. Already a sign-up genius. Date 9/29 & 9/30, location TBD.

Restaurant Fundraisers:

Chuck E Cheese fundraiser--Looking to do 2 this year in September and February. McMenamins application is in, they would do 50% of the sales. Will not be doing MOD Pizza this year as it has continued to be a frustration.

Carnival:

Last year PTO raised \$1500. The amount of work and volunteers is significant. Suggestion to explore the idea of a different fundraiser—BINGO night with an auction. Idea would be to feature items for silent auction on the websites before the fundraisers and binds could also be online. Digital dozen for Krispy Kream: can be added to silent auction pages for events and it's a great items for those who live outside of the area, but want to support the school.

Read-A-thon:

October 28th-November 10th: bumped back a week so doesn't compete with the Annie production.

Winter dance:

New proposal: Friday, December 8th with the ideal to sell food: popcorn, glow sticks. Will not be a drop off event for parents.

Booster-Thon:

March 6th-March 15th. February PTO meeting tentative for someone to either come in person or zoom in prior to the kick off to provide information about the event/organization.

Action items:

- Welcome back social, need a volunteers to sign up, create a ChedderUp for the event
- Invoice for the theater, need to pay the first half of the payment. Will make that payment once that invoice is obtained.

Meeting adjourned: 8:44pm