



PTO Agenda

MYAKKA CITY ELEMENTARY SCHOOL
May 17, 2022

Thank you to everyone who was able to join us (in person or virtually!) for our April PTO meeting! We are so excited for another incredible opportunity to meet and chat about our PTO plans and happenings! As this is our last meeting of the year, we appreciate your involvement, guidance and input! We are planning to keep this meeting as short & fun as possible, as we will wrap with a vote on our 2022 - 2023 officers - so stay tuned and get ready for some fun!

1. Minutes: For a list of previous meeting agendas & resources, visit <https://myakkacitypto.com/resources-1>

2. Officers' Reports

- a. President's Report - Julie Snyder
- b. Treasurer's Report - Lindsey Blakely
Balance 4/7/22 adjusted for unrepresented items: \$9,305.89
Meeting costs 4/13/22: -\$104.07
Santa Shop pre-purchase items for 12/22: -\$167.46
4/5 grade Dance Income: \$107 -\$616.97
Fifth grade shirts: -\$541.00
Staff/Teacher appreciation week: -\$1,191.04
Field Day: -\$351.09
Yearbook 60 remain to sell Income: \$990.30 -\$816.25
Bank fee: -\$3
Current Balance minus \$410 unrepresented basket items **\$7,006.07**
Submitted by Lindsey Blakeley 5-17-22

(Additional end of year costs will most likely include Kindergarten celebration & 5th grade graduation decorations & light snacks/refreshments)

3. Nominations - We are going to open up for in-person nominations to add to the ballot, so the ballots can be readied & printed while we quickly move through the agenda!

4. Committee Reports

Here are a few committee ideas for next year, do we have any interested parties? Would love to see the committees initially chaired by officers, if possible!

- Fundraising & Donations (helping bring in donations & coordinate with vendors & donors, sponsor support for events, etc.!)
- Event Planning & Volunteer Coordination (Field Day, Harvest Festival, etc.!)
- Teacher & Staff Support (Teacher & staff appreciation week, giveaways, supply requests)

5. Principal's Report

6. Unfinished (old) Business

- a. **Spring Dance:** We had an incredible turnout! This was not a fundraising event so we did spend more than we brought in, however - it was a great option as the Valentine's dance was canceled! We plan to return to the traditional Valentine's dance next year, using the

glow dance format as an option for alternate events! (Possibly incorporated into the harvest festival?)

- b. **Pancakes with Parents:** Turned into “French Toast with Families” as the district sent french toast - this was NOT a PTO “fundraiser” but it was something we were so excited to help coordinate, to welcome parents on campus and hopefully, share the PTO love! This event did not cost the PTO a penny, and it was a great partnership with MCES staff!
- c. **Yearbook:** The yearbooks have arrived and are being distributed! This is/can be considered a PTO fundraiser - this year, we sold yearbooks for \$10 each (5th grade shout outs ranged from \$10 - \$80, and sponsor pages ranged from \$30 - \$80 as well). We had a tight turnaround but introduced online order forms and online payment options and it was a HIT! We have plans to run the pre-order sale longer next year, but all in all, this was a success so far! Main details: We ordered 125 yearbooks (for our first round) to ensure a faster delivery - the cost for the district print shop was \$817. We pre-sold an estimate of 62 yearbooks, after estimating online payment fees, we brought in around \$600. Between the amount brought in for 5th grade ads and sponsorships, we have more than covered the cost of the entire amount we ordered. The remaining 50+ yearbooks will be sold, leading to a potential \$500 profit AND we plan on placing a second order, as needed! This was a quick project, with a lot of happenings in between but we were able to pull it off! Your PTO learned a lot this year and we’re excited to plan ahead next year, giving more time to account for errors and shipping times. Thank you for your patience as we learn! We will announce the remaining yearbooks for sale on a first-come, first-served basis, and will reorder accordingly. Families will be notified through ClassTag, and we’ll let teachers know, as well! Stay tuned!
- d. **Field Day** - We had an INCREDIBLE turnout for field day this year! Our families and staff stepped up! We were able to purchase quite a few items that will be used for years to come, and we have plans to invest in additional items this upcoming year! Stay tuned as we are making notes on what we can do better, and we will definitely ask for help & input as we move closer next year!
- e. **5th grade t-shirts:** Arrived! (notes?) These shirts will be worn during the upcoming 5th grade field trip!
- f. **Teacher Appreciation Week!** We worked hard with the MCES admin to make our Teacher Appreciation Week a success and it rocked! We hope our teachers & staff felt the love, thank you for helping us grow! We want to thank our amazing business partners for their support in keeping our MCES family fed & happy! We already have plans laid out for TAW next year, if you would like to help or have ideas - PLEASE reach out!

7. New Business

- a. **Graduations:** We are excited to work on the upcoming graduation ceremonies alongside our K & 5th grade teachers and MCES staff! Your PTO is excited to get involved in the decorations and planning, and we even have two parents who have volunteered to help with photography during these events! Interested in helping? Let us know!
- b. **PTO Mission & Strategic Plan:** Any successful PTO organization needs to have a written mission statement & strategic plan, to ensure that all events, donations, fundraising requests, fundraiser ideas, etc., relate to our goals as an organization. We



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would LOVE your help with this! We hope to begin sending out some ideas and would love to ask for families to submit their ideas. We would love to share a few options for a vote in the beginning months of the 2022/2023 school year, so we can act proactively and be as productive, efficient and helpful to our school as possible!

- c. **Officer Voting:** We offered online nominations for our future officer team, and as we have opened up for in-person nominations, we will vote today and would love your input and guidance! Also - if you are considering an office or committee, and would like more information on the possibilities and opportunities of that role, we would love to talk about it!

d. **Officer Announcements**

9. Adjournment

Links & resources:

- Link to Facebook group: <https://www.facebook.com/groups/213090472079991>
- Link to Facebook page: <https://www.facebook.com/myakkacityPTO/>
- Link to Instagram account: <https://www.instagram.com/myakkacitypto/>
- PTO email address: MyakkaCityPTO@gmail.com
- PTO website: <https://myakkacitypto.com/>

Thank you so much for attending our MCES PTO meeting! We are so excited for your involvement and can't wait to continue making this the best year yet for our students, teachers and parents! Let us know if you have any feedback, ideas and opportunities for us to grow and succeed as a PTO and for our school and community!