

PTO Meeting Minutes

PTO meeting called to order Monday January 6th, 2019 at 3:10 p.m.
Alyce Taylor Elementary School, 252 Egyptian Drive, Sparks, NV 89441

President: Heidi Capurro - Present

Vice President: Heather Tuttle - Present

Principal / Co Vice President: Kate Austill - Present

Treasurer: Collette Zahniser - Present

Co-Treasurer: Kirsten Gilmore - Present

Secretary: Angie Bowlin - Present

- A. Approval of minutes - Presented by Angie Bowlin - Approved by Heidi and Heather
- B. Budget / Treasury Report - Presented by Collette. Beginning balance for December was \$41, 293.04 and ending balance is \$33, 016.57. PTO expenses include \$8,400 for Taylor grade level requests (\$1,400 per grade level), teacher Christmas gifts, Angel tree gifts, candy canes for Frosty grams and music equipment requested by Mrs. Walters.
- C. Pizza Factory Give Back Night - Total profit was \$348.00 - Donations went to assist a Taylor Family during a difficult time.
- D. Frosty Grams - Total profit was \$990 after the purchase of candy canes, labels, etc.
- E. Bingo -
 - a. December Bingo card change - Large 6 card sheets proved to be easier to distribute and require less work for the team without the cutting and stapling of packets. A big thank yo to Addie Nicole Photography for donating her time to take Santa photos. A big thank you to the Kiersch family that assembled the beautiful backdrop for the Santa photos. PTO printed and distributed the Santa photos to families prior to winter break. 50/50 raffle was a success and the PTO profited \$164.
 - b. January Bingo - will be hosted by the Kindergarten team. Will be blackout bingo and will include a TV raffle. PTO purchased a 50" smart TV. The winner may choose to take the TV or a \$300 cash prize. Dinner and bake sale items will be donated or purchased by grade level. PTO will sell "presale" raffle tickets and the winner must not be present to win. Heidi to create flyers to send home with students. PTO profits will come from raffle.

- F. February Fundraiser - Heart Grams will be sold for 2 weeks beginning February 3rd until February 14th in the quad at lunch and after school. February 20th is Taylor's Art and Science night beginning at 5 pm. Kate would like to have a food truck or Drips coffee truck attend. PTO will table the idea of a February dance or date night and attempt to plan for next year when a DJ willing to donate time may be available.
 - G. Craft Fair - Chairpersons are Liz Spezia and Kirsten Gilmore.
Craft Fair will be May 2nd, 2020 from 9am to 4pm in the multipurpose room, surrounding areas and possibly the quad. Liz and Kirsten are working to obtain vendor liability forms, create event flyers and event pages including a map with available spaces. Angie to assist with Facebook and website advertisement. Flyers will go out to families and the community approximately mid February. Kirsten and Liz to measure usable space and determine cost for each space. It will be \$5 extra for an outlet requirement. Spaces will be first come first serve. First to pay for vendor space. Cafeteria spaces will likely cost about \$35 and hallway spaces will likely cost about \$25 dollars depending on space availability. Kirsten proposed that we give returning vendors 1 week advance notice to obtain ideal space. Liz proposed that PTO provides a food option or food voucher for participating vendors. Signs to advertise events will be generously donated by a Spezia family friend. More craft fair information to come.
 - H. Important dates for January -
 - Jan. 10th - Pizza Factory give back night.
 - Jan. 27th - Drips Coffee truck
 - Jan. 30th - Kindergarten BINGO
 - I. Box Tops - Heidi and Heather will follow up with Mrs. Woods to verify if we are currently working on a process for collecting Box Tops. Not all qualifying items have box tops labels that can be cut. The new process is to download the Box Top App and scan your receipt to submit box tops to the school of choice. Heather to obtain more information on the app and Heidi will create a flyer to promote box top collection amongst students and classrooms.
 - J. Principal Reports- Kate had to step out and not present for Principal Reports.
 - K. Open Forum / Questions - Meeting to discuss water fountains on Friday morning with Kate, Heid, and Whiting Turner team.
- Meeting Adjourned at 3:38