

Finley Farms Elementary PTO

GENERAL MEETING MINUTES

Meeting Date: 11/13/2025 6pm
Meeting Location: FFE Library

1. Call to Order 6:07pm

Attendance - See sign in sheet.

Welcome & Opening remarks from Sarah B, Co-President

2. Approve minutes from previous meeting [9/11/25]

3. Officer Updates

- Staff requests: Sarah B reviewed staff requests such as privacy folders, pencil sharpeners being worked on.
 - Today a staff requested Christmas tree and Danielle is able to donate one.
 - Danielle making a digital form to obtain requests so that Tracy is aware what is coming into the school and to make fair across grade levels.
 - Caitlin brought 6 volleyballs & 1 basketball donated from AZ Youth Sports
 - Stephanie B asking for outdoor rug, in cases where students are coming in with dirt and mud in morning, especially after running club. Tracy reports district not able to pay for. PTO approves purchase. Tracy asking Paige to reach to purchasing to find where PTO can purchase from.
- Sara P:
 - Yearbook
 - Theme chosen by PTO Board & Members is "Scribbles"
 - Dorian photographer coming for a Candid photo session around the school
 - Photos can be sent into Yearbook by families & staff: create a login on <https://buytheyearbook.com/> School ID: 294198-2601 - has been advertised on socials, linktree, Falcon Flyer, etc.
 - Cover contest is ending tomorrow. Mrs. Miller has helped coordinate with students, grades 3-6 to create cover "inspiration" that will be digitalized, or possible 100% scan of the artwork. Sara asked for feedback on how to choose winner fair and quickly. Discussion with present members; decision to involve students: Reaching out to Mrs. Boucher & Ms. Misino to see if Student Council would be able to choose the top three at their meeting Tuesday 11/8. (By end of meeting they had replied to Tracy and agreed). Sara to create Google Form and send to teachers of Grades 3-6 to have their class as a whole vote Wednesday. Will know top choice Thursday and have a few days to digitalize. Top 3 original art will be on back cover. If more than 25 submissions, will work with Mrs. Miller to narrow down prior to providing to Student Council.
 - Next year ask Student Council if they'd like to use this for their voting day elections (theme, cover, etc)
 - Spirit Store
 - Convertible tee restock: Youth & Toddler sizes ordered. Board decided against previously discussed adult sizes, dresses, sweatshirts at this time.
 - Kirstin L in process of making new hair accessories, showed examples
 - Caitlin mentioned Krista working on ordering Falcon Fathers
- Tara's treasurer's Report:
 - Total Funds on hand: \$38,996.27
 - School wide YTD: Spent \$2207
 - Staff Appreciation Spent \$1463
 - Trunk or Treat \$752.29
 - Restaurant Nights are at \$1417 from McDonalds & a Check from Birdcall last school year came in October for 269.48. Panera \$363.32 and Someburros \$573.05 are outstanding, Caitlin to followup.
 - Spirit Store (which includes expenses of staff gifts of s48 and ffe tees): 1567.33
 - Fry's Community Rewards: 475.55, requesting Jenn/socials to advertise sign-up over holidays.
 - Sponsors: \$2250
 - Zag Catalog fundraiser: check outstanding. Sarah to followup.
 - July 1 starting balance was \$41,113.41 for reference.
 - Unable to get Venmo because PayPal is needed to set it up, and it is locked out, unknown "owner"

- Stephanie
 - Sponsorship updates completed. Discussed being months into the school year do we offer discounts; decided not to do so as businesses can use as a tax write-off.
 - Stephanie needs current sponsors & their levels to track and ensure they're receiving from their level. Sara P to send over.
 - Stephanie requesting the flyer Danielle created to be printed. 50 copies to be printed with next restaurant night or print run
 - Stephanie C & Stephanie B to reach out to area businesses.
 - Tara asking for responsibility of who is to send tax receipt. Thank you letter to be updated by Sara P under Finley PTO google drive & Danielle, to be approved by Tara to incorporate business address, amount date, "no goods or services were exchanged.." Officer & signature not needed. Ok to put "Finley Farms PTO" and Tax ID at the bottom including we are a 5013c.

4. Chairperson(s) & Committee Reports

- Events -
 - Caitlin: Recap of Trunk or Treat
 - Community Event, not meant to bring in \$, however concessions brought in profit.
 - Quality of concessions higher; lots of leftover food. Name brand soda went over well. Sandwiches went very well. Able to send leftovers home with staff that stayed. Krista has a write-up with details of amounts purchased/donated.
 - Feedback was great for set-up and clean-up. High school volunteers from Mesquite were great, said they would come back. Falcon Fathers did great with haunted house.
 - Although advertised, some were surprised with cashless payment only, however most understanding and paid by card. Some children came without adults and had friends purchase their food. Tickets discussed for future use, however not fool-proof with delivery and poor reporting. However, the tap-to-pay app worked great for all.
 - December Holiday Shop - sign up genius to come soon!
- Fundraisers -
 - Danielle: Passive fundraisers:
 - Box Tops Update, doing well, check should come in December.
 - Fry's doing well.
 - Looking into others to sign up & add to website: American Furniture Warehouse, Mabel's Labels, Harkins Summer Pass (not cups/popcorn)
 - Sarah B: Recap of catalog order.
 - Feedback on drive thru pick up, Joey from Zag helped set up, was very effective.
 - Ice Cream parties and all prizes have been given.
 - Proceeds going towards front landscaping and more window wraps. Quotes in process. Sarah & Krista to count windows and reach out to vendor. Stephanie mentioned the downstairs classrooms as well.
 - Sarah B: State 48 presale has been placed.
 - Caitlin: November Top Golf NEXT WEEK!
 - Minimum has been met, currently at 57 tickets sold. Sales to end Tuesday 11/18 evening.
 - Caitlin: Restaurant nights
 - Raising Cane's for December has been contacted, requested 12/8, to be finalized through corporate office.
 - Will reach out to Culver's for February later this month.
- Falcon Fathers Committee -
 - next meeting 11/18
- Staff Appreciation Committee -
 - November plans: 11/20 Pies donated
 - Sara P to email staff letting them know of 11/20 event, and request anyone with dietary restrictions to let us know, so that if we are able to accommodate we know amounts.
 - Sarah B to request remainder of year events from Karen L.
 - December plans 12/17 Pricing out pasta, salad.

5. Principal's Report: Tracy Smith:

- Student Council
 - Student Council started year with little money. They are running a fundraiser movie night Monday 11/24 5:30-7:30 to watch "Free Birds" with two food trucks Maui Wowi and SoCal Vibrations. \$5/family and they want to have water, soda and popcorn available for CASH ONLY. PTO approved use of popcorn machine.
 - Tracy borrowing screen & projector from another PTO.
 - Motion to donate leftover water, soda, napkins in PTO closet approved. Need to inventory.
 - Motion to purchase popcorn approved.
 - Motion to match what student council brings in out of general fund: approved.

6. Announcements & Adjournment

Thursday 12/11 5pm Executive, 6pm General

Adjourned at 7:30pm

2025-2026 Calendar Worksheet

Work In Progress - Not Final

	July	August	September
event:	Meet the Teacher	Poster @ Curriculum nights	Grandparents Day breakfast 9/5 7:15-7:45
fundraiser:			catalog 9/2-9/19 (10/20 delivery)
restaurant:		McDonald's 8/19 4-8pm \$1116 raised!	Panera 9/24 4-8pm in cafe, all-day online
fathers:	Boo hoo breakfast		9/4 6-7pm Mtg, 9/23 Mtg
meeting(s):	Officers Meetings 7/7, 7/28	Executive & General 8/14	Executive & General 9/11
staff appreciation:	Lunch catered for teachers first day back, Black FFE shirts given to all staff	Snacks on Curriculum days	customized State 48 shirts, Meals on conference days
school events to keep in mind:	1st day 7/22, Picture day 7/31	Curriculum nights 12-13, Half day 27th	No school 9/1, Book fair 5-10, Conferences 18-19
	October	November	December
event:	Trunk or Treat 10/24 (Hire GPS security)		
fundraiser:	S48 Shirt presale 10/10-10/30 (Delivery mid-November)	Golf 11/19 5:30-7:30, fulfill S48 orders	Holiday Shop, 8-12th
restaurant:	Someburros 10/20 all day 7am-9pm		Raising Cane's 12/8 or 12/2?
fathers:	10/21 mtg. ToT help	FF 11/18 mtg	FF 12/16 mtg
meeting(s):	Executive 9/29 5-7pm. No general	Executive 11/4 & General 11/13	Executive & General 12/11
staff appreciation:			
school events to keep in mind:	Fall Break 9/27-10/12, 2nd play 10/23, Half day 29th	BB 11/5, Candid YB day 11/21. Vet prog. 11/7, 4th grade play 11/6, No school 11, 26-28	concerts 12/3, assembly 12/4, 3 play 12/9, Break 12/20-1/4
	January	February	March
event:	100th Day Decor - 12th		
fundraiser:		Fun Run 2/25 (need to find alt for adv pre)	Yearbook
restaurant:	Buffalo Wild Wings 1/28 Wing Eating contest	Culver's?	Fat Cats 3/4 2pm-close?
fathers:	1/20 mtg	2/17 mtg	3/24 mtg
meeting(s):	Executive & General 1/8	Executive & General 2/12	Executive, date TBD. No general
staff appreciation:			
school events to keep in mind:	100th day, half day 14th, no school 19th	no school 16th, half day 25th	Spring Break 7-22, Field Day 3/5
	April	May	
event:	Carnival & Vendor Fair 4/10? (Hire GPS security)	6th grade celebration 5/21	
fundraiser:	Yearbook presales	Penny Wars 4/27-5/1?	
restaurant:	TBD	Peter Piper Yearbook 5/18?	Other Restaurant Night Options: Raising Cane's, Jeremiah's, Rio Rico's, Rubio's 30%, Torchy's, Zips, TX Roadhouse
fathers:	4/21 mtg, carnival help	Donuts with Grownups 5/8?	
meeting(s):	Executive & General, date TBD	Executive & General 5/14 (Elections at General)	
staff appreciation:			
school events to keep in mind:	no school 3rd	Last Day for students 5/21	