NEWPORT ELEMENTARY PTO MEETING

7/14/24

1. Call to order- 6:31
2. Introductions/Welcome: Katie Baldwin, Janna Zentichko, Jordan Nash, Autumn Gehr-Shope
3. Treasurer’s report: Janna Zentichko/Jordan Nash
	1. General account: 3,691
	2. Donations Account: 620.70
	3. Project Fund (Playground): 26,470.75
	4. Teacher/Staff appreciation budget: 1,500.00
	5. School Store: 500
4. Old Business
	* 1. We owe teachers for volunteering and attending meetings. Jordan will write checks and give them to teachers at the beginning of the year. Katie will create a form for next year to track monthly.
		2. Playground Update -
			1. Equipment issue - Mr. Smith reached out to Janna. The school insurance adjuster came out, there is one playground piece that cannot stay on the playground or cannot be insured. Mr. Smith wanted to know if we could replace the piece now. The school would pay for the removal. We will pay for a piece of equipment and for us to pay it in. We cannot pay for the new piece at this time as we need the money in the bank to pay the 15% if the DCED grant goes through. Our current playground account holds enough money to cover our portion of the 15%.
			2. Big fundraiser- Need to do something to announce the Playground project. Currently thinking about holding an event at the high school. It would be in the evening with Hors d’oeuvres and refreshments - Send out invites to businesses in Perry County. -We will announce this at the September meeting and create a committee.
			3. Carnival next year- Possibly June- September next year. This will require more time/planning.
			4. Painted tiles/mosaics- Possible fundraiser- Families would pay to create a tile/mosaic that would go on the playground.
			5. Janna and Autumn working on getting grants. A DCED grant was submitted. Working on Railroad Grant- A lot of information is needed for this grant. Working with an accountant to get the required information. Grant is due in October.
			6. Picture Perry Commissioner meeting: June 24th- Autumn attended. We did not have comprehensive plan support- For Picture Perry Initiative for this year 2024. Submitted one for 2025.
		3. Community Events: October 5th- Canal Days- August 6th National Night out 6-8, August 10th- Movie night at the park, September 14th- 10-2 Family fun day at the Life Center, October 23rd-24th - Will work to see about attending these events to get more information about the PTO/ Playground out to the community.
			1. Order a new sign with gametes for these events.
5. New business
	1. Position available- We need a volunteer coordinator. - Will continue to look/advertise.
	2. Responsibilities- We need to create responsibilities for each position. - Railroad grant needs them- grant is due in October. - Katie will work on it.
	3. Budget/expense report: Project and General accounts will now have separate checks/deposit slips.
	4. UEI # and grants- Applied for DCED grant- found out we need to have 15% of the budget for the playground. We should hear back in October/ November. UEI- On the back burner until taxes are done with CPA. Need UEI for federal funding. Would like to apply for the Railroad grant- will finish gathering information.
	5. Magnets for everyone with PTO and school dates. Janna has it designed. - Possibly push back until we can get dates from the school. - Will look into best calendar size for magnet and pricing.
	6. T-shirt sale- Do not have a sponsor for t-shirts. Will wait for the t-shirt sale- until later.
	7. Punch card options- Anyone who shows up at the first meeting gets a punch card for the year. We hold on to it. If everything is punched at the final meeting they will get a prize and one entry into the drawing. Will also get a ticket in the raffle for every 3 punches.

Receive punches for:

* showing up to a meeting
* volunteer at an event
* Show up to the first meeting
* Volunteer for Santa’s workshop
* Hide sneaky Santa
* Help with a staff appreciation event
* Help plan an event, show up to the last meeting
* Volunteer for 5k
* Volunteer for Little Buffs Day/ plan Little Buffs days
	1. AMC gift card- Two drawings-One in January and one at the end of the year. Every time someone attends a meeting they get a ticket.
	2. Fireproof safe for treasure things- Old receipts in a fire safe, new receipts scanned into docs. - Jordan will look up prices for a fire safe and a scanner.
	3. Labor Day clean up Little Buff (no charge for 5k rentals)- $25 if we volunteer instead of $250. - After Labor Day. Trail walk. Janna will get the dates
	4. Announce $5 and $10 to teachers- $5 to volunteer and $10 for attending a meeting.
	5. Beginning of the year:
		1. Back to School Night:
			1. Create a booklet to hand out at back to school night: One booklet with all flyers. Announce Punch cards, AMC gift card- Events/meetings, Very clear about what we do. Janna and Katie will work on creating a booklet.
			2. Create a way to find out which communication parents prefer; - FB, IG, Emails, Flyers,
			3. Will hand out cookies- 3 to a bag.
			4. Will get pencils, erasers, and bags to hand out to students. - Katie will look into this
		2. Chalk the Walk- Start advertising
		3. Food for teachers-
			1. Breakfast 1st day- Coffee, Donuts, Muffins, etc. - Janna
			2. Dinner for Parent-teacher conferences- Dinner needs to be brought up at 4:15
			3. lunch for parent-teacher conferences- Sub trays- for lunch.
	6. School Store- Katie will start to work on getting items- Send order to officers prior to ordering. - Start creating a volunteer list. - Look into amazon account for PTO- with or without prime.
	7. Purchase requests:
		1. Penny counter- Mostly for Penny Wars but useful for other events- All approved purchase
		2. Fire safe for treasurer documents- All approved purchases.
		3. Hand-held scanner for documents/receipts- All approved purchases.

**UPCOMING FLIERS SENT HOME:**

Opt out sale

**UPCOMING EVENTS:**

Chalk the Walk: August 17th at 10 am. Meet in front of the elementary school

Opt Out Sale - Sept 9th - Sept 20th

**NEXT MEETING SEPTEMBER 12TH 6:30PM**

Meeting adjourned- 9:00