



EastmarkPTO

EIN #84-2022664

Date: February 08, 2023

Call to order: 6:05 p.m.

Present:

Amanda Errington	Marie Jew
Jamie Penkhus	Willow Torres
Dr. Tom Swaninger	Guillermo Lopez

Absent:

Liz Murray-Davis

Secretary's Report

- Willow motioned to accept the last General PTO meeting minutes (01/11/23), seconded by Jamie, and approved by all.

Treasurer - Financial report

- Current PTO bank balance, \$9,352.89.
- January ending balance, \$10,223.78, statement balanced.

- Not including \$345.00 from Venmo T-Shirt sales.
- Not including the Focus All Staff Lunch donation check.
- Jamie will check the PTO lock box when she does coffee stations tomorrow.
- Jamie needed classifications for Amanda's receipts, Costco was for birthday cakes and Bed Bath & Beyond was for coffee.

New Business:

Principal:

- Will get Amanda the date for the Senior Scholarship night.

President:

- **Senior Scholarship:**

- Currently open for applications and closes 3/10/23.
 - We have not received any applications yet.
 - The information has gone out and Amanda will post weekly.
- Board will meet during Spring break to vote.
- Will give out the scholarships (certificates) at the Senior Night in April; Tom will keep Amanda informed of the Senior Night date.
- EHS PTO will be presenting (3) \$500.00 Senior Scholarships
 - 1 from Tez Adams, State Farm agent (for business student)
 - 1 from State Farm corporate match
 - 1 from EHS PTO (earned at Eastmark Community event)
 - Applicants will submit a video again this year to apply.

- **Fundraising:**

- Future Restaurant Night:
 - The PTO purchased the food for our February All Staff Lunch during the January restaurant night. It was at Bella Pizza & Pasta and we only earned \$33.75.

- If the PTO does another restaurant night it will be in April to purchase the teacher appreciation meal.
 - Possibly Chipotle or Bocca - Marie will contact them for prices and use the one with the best price.
- Passive fundraisers:
 - **Box Tops:**
 - In need of a Box Tops coordinator to share information on Social Media regarding offers to earn more with bonus offers.
 - No more clipping Box Tops, now you just need to download the app, add Eastmark High School under "manage schools" and scan your receipts after you shop.
 - **Amazon Smile:**
 - Program is stopping at the end of February.
 - Amazon will give the PTO a one time donation based on a percentage of our last donation.
 - **American Furniture Warehouse:**
 - Last year the PTO received a check around the April - May time frame and it was for about \$1,200.00.

Teacher Appreciation:

- **Caffeinate & Educate:**
 - Jamie will be refilling the coffee stations tomorrow.
 - We have a good supply of sugar and creamer.
 - We are out of Decaf - need a small box.
 - Willow told Jamie to look in the PTO closet for a box of hot chocolate packets.
 - We are still using the generous coffee donation from **Wing Orthodontics.**
 - **Jamie motioned to spend not more than \$250.00 of PTO funds to buy coffee supplies in March** (since we are not having a PTO meeting in March), **Amanda seconded and all approved.**
- **Snack Carts 4/19/23:**
 - Snack cart sponsors are **Jackie Kutchey & Ryan Eastman.**

- **All Staff Lunch - Wednesday, 2/15/23:**
 - Sponsored by **Focus 314 Church.**
 - Will have a Valentine's Day theme.
 - Amanda received an email from Michelle that they need to be out of the cafeteria by 1:15 p.m.
 - The Principal said they will start their meeting promptly at 12:35 p.m.
 - The meeting lasts 15 - 20 minutes, then the presenter starts.
 - If it is nice weather, maybe lunch could be held outside.
 - The food will be delivered at 11:30 a.m.
 - Guillermo can return Bella Pizza's equipment after the lunch.
 - Amanda is at GCU that day.
 - Jamie will be there by 11 a.m. and will need to leave by 2:10 p.m.
 - Marie will be there.
 - Amanda messaged all volunteers:
 - Jen L.
 - Andrea L.
 - Prudence
 - Jenny

- **Monthly Birthday cakes - Friday, 1/27/23:**
 - Sponsored by **Wing Orthodontics.**
 - Usually the last Friday of the month.
 - Amanda orders the cakes during the month of the event to get the holiday themes for the cakes.
 - Jamie will pick up the cakes from Costco at 10 a.m.
 - Marie will send Jamie the order form.

- **Teacher Appreciation Week in May: Possibilities**
 - May 1st, Monday: Massages by **Back Fit**
 - The message company is gifting us 120 free 10 minute massages.
 - They will set up at 7:30 a.m.
 - Massages between 8 a.m. and 2:30 p.m.
 - Clean up and leave between 2:30 - 3 p.m.
 - Massages will be on a sign up basis only (no walkins).
 - Once the sign ups for 2 therapists are full they will add another therapist, but they will only add the 3rd therapist if the first two therapists slots have been filled.
 - Amanda will pick a date when sign ups need to be done by.

- The therapists will need to set up in a quiet environment.
 - It will be a chair massage.
 - There is a conference room near the principal's office that could be used.
 - There are 3 conference rooms, but 1 needs to be available for in school suspension.
- May 2nd, Tuesday: Possible Jerimiah's Ices
 - Jamie will contact them for prices.
 - For teachers only, about 85 people.
 - After school, possibly at the outdoor eating area by cafeteria.
- May 3rd, Wednesday: All Staff Lunch
 - Try to find a sponsor, or plan for about \$1,000.00.
 - for 125 people
 - Possibly Chipotle or Bocca (Matt Meyers, owner) Marie will contact both for prices.
 - Marie will contact Eastmark Community center to see if there is a fee for the school to have a picnic lunch there and use the game rooms.
 - Could carpool to the event, and be done by 1:30 - 2 p.m.
 - Dr. Swaninger is concerned that it may be too hot in May for an outdoor lunch; he will run the idea past the admin staff at the department chair meeting on Monday. Amanda will ask Liz also.
 - Possibly offer games.
- May 4th, Thursday: coffee truck
 - Amanda reached out to Renee.
 - Jamie will reach out to the Lady Java coffee truck when it is at Cadence.
 - This event will be for teachers only.
 - Guillermo will contact Puerta Vida Grinds and ask how they would run this event and their cost.
- May 5th, Friday: gift card giveaway
 - Amanda will reach out to the family who sponsored the Christmas sweatshirts to see if they could donate to the gift card giveaway.
 - The PTO could make a box that the teachers stick their hand in and pull out a gift card, to reduce the prep time. There

could be a few boxes so multiple teachers could draw at the same time.

- The PTO will ask for Venmo donations and the PTO could offer to match the donations.
- Jamie liked the teams from the pie giveaway.
- Need music for the event.
- Lisette offered the use of her Billie Bar trailer to set up food, coffee or as a background for pictures. They will remove the word "Bar" for the event.
- Dr. Swaninger likes the variety the PTO is planning.

Public comments/questions

- Kraig suggested a team building event for Teacher Appreciation week. Dr. Swaninger thinks this event would be better at the beginning of the school year, say end of August, beginning of September.
 - Willow will email the company for pricing for around 90 people.
- Jamie will do a Kerig cleaning party during the school break.

Next Meeting

General Board Meeting - April 12th, 6 -7:00 p.m. at EHS.

- No March general board meeting due to Spring Break.

Executive Board Meeting - TBD

- We need to discuss how much money we want to leave in the bank for next school year so we know how much can be spent on Teacher Appreciation week.
- Purchasing T-shirts for next school year in May so we can have them for July back to school night and school registration.
- Possible meeting in March after Spring Break.
- Bus driver appreciation day gift ideas
- Discuss if the PTO is having a last day breakfast.

Upcoming Events

- 2/15/23 - All staff lunch - Focus 314 Church
- 2/21/23 - No school - Presidents Day
- 2/24/23 - February birthday cakes
- 3/10/23 - Senior Scholarship applications due
- 3/7-18/23 - No school - spring break
- 3/31/23 - March birthday cakes
- 4/15/23 - No school - April break
- 4/19/23 - Snack cart
- 4/25/23 - Bus driver day - gifts?
- April - Senior scholarship night?
- 4/28/23 - April birthday cakes
- 5/19/23 - May and June birthday cakes - last day for students
- 5/20/23 - Last day for teachers - provide breakfast??

Meeting Adjourned

Amanda made a motion to adjourn at 7:07 pm, seconded by Willow, and approved by all.

Willow Torres

Eastmark High School PTO
Secretary