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**Eastmark High School PTO**

EIN #84-2022664

**Date:** March 8th, 2021

**Call to order:** 6:02pm

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| **Present:** |  |  | **Absent:** |
| Paul & Cori Gagnon | Amanda Errington |  | Brenda Colon |
| Shaundra Coleman | Carrie LaHaie |  | Bo Cobarrubias |
| Amy Burrows | Liz Murray-Davis |  | Guillermo Lopez |
| Andrea Burns |  |  |  |
|  |  |  |  |

**Secretary’s Report**

* Shaundra made a motion, seconded by Cori, and approved by all, to approve last month’s meeting minutes

**Treasurer’s Report**

* Balance $6734.58 in bank account; $858.00 in Venmo (Cori to transfer to checking account)
* Costco gift cards = $50.00; Winco gift cards = $400.22
* Cori added categories to Money Minder and input all transactions since last July
	+ Active Fundraising – events, restaurant nights, etc
	+ Passive Fundraising – Fry’s, AFW, Amazon Smiles
	+ Requests for Assistance – requests from teachers or student groups
	+ School/Teacher/Staff Appreciation – coffee, monthly lunches, gifts, etc
	+ PTO Administration – lawyer fees, web fees, office supplies, etc
* When Cori was added to the account, we got set up with direct pay (a monthly $10.00 fee). Cori will call to cancel.
* Give Butter Site – need to check with Guillermo to see where those funds go or if we need to initiate the transfer to our bank account
* Cori made a motion, seconded by Amanda, and approved by all, to reimburse Shaundra $10.00 for her payment to Arizona Corporation Commission to renew our 501c3 status
* Shaundra made a motion, seconded by Amanda, and approved by all, to reimburse Cori $8.07 for a binder for PTO use
* Website renewal should go to eastmarkpto@gmail.com, not Guillermo’s personal email.

**President’s Report**

* Kneader’s – everyone decided on the “Just for You” basket. Shaundra to pick up April 5th or 6th
	+ Shaundra made a motion, seconded by Cori, and approved by all, to spend no more than $225.00 for 4 gift baskets
* Got a nice thank you card from the Junior class for our donation to the Mr. Firebird Pageant
	+ Mr. Firebird Pageant raised $600.00-$700.00
	+ Egg My Yard – getting a lot of orders; PTO offered to help
* New Board
	+ April meeting to hold nominations on Learning Stairs
	+ May meeting to vote on new board members
	+ Paul to invite 6th grade parents
	+ Amanda to advertise job descriptions – email to her
* Bylaws are updated
* Shaundra is working on setting up Fry’s and Amazon
* Ask Guillermo to post the PTO district handbook
* Main Event – hope to get check soon
* End of the Year Event
	+ Wednesday May 19th
	+ After School Yearbook Signing and Ice Cream Social
		- Use Costco/Winco gift cards
		- Vote at next meeting

**Principal’s Report**

* PBIS – bi-weekly drawing
	+ Use Costco/Winco gift cards
* July orientation – will need volunteers and shirts to sell

**Teacher Appreciation**

* March 26th, 2021 – breakfast
	+ Burrito Shack
	+ Shaundra to call to set up; need 100
	+ Shaundra made a motion, seconded by Andrea, and approved by all, to spend no more than $300.00 on lunch
	+ Cori made a motion, seconded by Shaundra, and approved by all, to spend no more than $50.00 on drinks (use Costco/Winco gift cards)
* April 7th - Early Release
	+ Snack Cart
	+ Shaundra made a motion, seconded by Paul, and approved by all, to spend $100.00 of the Winco gift cards
		- Cori will get the gift card to Amy and Amy will do the shopping
* April 5-9th is Assistant Principal’s Week – there are 3
	+ Get orders from the (3) AP’s and order from Handlebar for Friday April 9th.
	+ Shaundra made a motion, seconded by Amy, and approved by all to spend no more than $60.00 on lunch
* April 21st is Admin Professional’s Day – there are 7
	+ Cori to take drink orders for the (7) admins. Shaundra made a motion, seconded by Amanda, and approved by all, to spend $140.00 ($20.00 for each admin) on drinks and a gift card.
	+ Shaundra to send Cori the login for Scrip to use for the gift cards (Amazon or Target
* Teacher Appreciation Week
	+ 55 teachers
	+ Gift Cards or Actual Gifts? Carrie says gift cards are more practical and enjoyed by the teachers
	+ Wednesday May 5th – Early Release – do lunch that day
	+ Coffee Truck – give teachers a “coupon” for a free drink
	+ Amanda suggested buying a $500.00 gift certificate from American Furniture Warehouse during our peak week and then raffling it off
		- Shaundra to ask if EHS would get the credit
		- Might be too late; remember for next year
	+ Andrea suggested a call-out to parents to donate gift cards
		- $10.00 minimum.
		- Deadline of April 19th to turn them in so that we can see if we need to approve more
		- Amanda to set up a sign-up genius and a tracker

**Restaurant nights**

* Chipotle netted $90.00 – expecting check any day now
* No restaurant night in March
* April 8th – Venezia’s 4:30-9pm
	+ 15% of all alcohol and food orders (except delivery orders)
* May – looking at Cookie Rush! By Soda Rush! Or DQ
	+ Carrie to check with DQ to see about a potential contest by grade level

**Coffee Corner**

* Sun Valley donated cups (Danielle Hayes = contact)

**Next Meeting**

Our next meeting will be held:

Monday March 22nd, 2021 at via Zoom

**Meeting Adjourned**

Shaundra made a motion to adjourn at 7:38pm, seconded by Andrea, and approved by all.



Eastmark High School PTO

Secretary