



EastmarkPTO

EIN #84-2022664

Date: December 13, 2021

Call to order: 6:04 p.m.

Present:

Paul Gagnon

Shanna Herzfeld

Liz Murray-Davis

Willow Torres

Amanda Errington

Guillermo Lopez

Marie Jew

Cori Gagnon

No attendees

Absent:

BJ Johnson

Secretary's Report

- Willow motioned to accept the last meeting minutes (11/08/21), seconded by Amanda, and approved by all except Cori.

Old Business:

Treasurer's Report

- Shanna provided the Treasurer's report.
 - December starting balance, \$10,026.98.
 - Balance as of 12/13/21, \$6,673.63 (after purchasing staff T-Shirts (gifts), and after paying for the December all staff lunch).
 - Venmo 12/13/21 balance is \$0.00 all funds have been transferred.
 - Shanna texted all families that donated via Venmo to the Pie Drive (except the gluten free families) to ask them if they would like a refund of

their donation or if the funds could be used elsewhere (staff gift purchase) and all families preferred that the PTO keep the donated funds (\$173.63) for use.

- Coffee station balance, \$62.35 (with Venmo added).
- Teacher appreciation balance (feed the teacher, \$21.33).
- Snack cart balance, \$949.52.
- Birthday cake balance, negative \$36.90. Shanna is going to review Wing Orthodontics last check donation amount because Cori said that Wing Orthodontics paid \$450.00 towards the December all staff lunch and the rest of the check/donation amount should have gone towards staff birthday cakes for the remainder of the school year.

President's Report

- Amanda will review the Bylaws to research how to amend our Minutes for corrections. At the November meeting it was reported that there were no Venmo coffee station donations, but they had not shown up at the time the treasurer checked. Cori is concerned if a parent that donated to the Coffee fund via Venmo read our Minutes they might think their donation had not been received.
- Christmas Giving Tree:
 - EHS parents are EXTREMELY generous!
 - We received \$1535.00 worth of donated gift cards.
 - **Amanda motioned for the PTO to spend not more than \$265.00 (\$65.00 donated by Venmo and \$200.00 of PTO funds to purchase the remaining gift cards needed; Marie seconded, all approved.**
 - 18 children received \$100.00 in gift cards each.
- Senior Scholarship:
 - January - present forms to seniors so they can apply for the scholarship.
 - The PTO is hoping to use the (possible) money from the Jeep raffle. (If the PTO sells 200 Jeep raffle tickets we will earn \$500.00).
 - Sara Nixon, school counselor, will assist Amanda with determining scholarship criteria.
 - Debbie Short, Sara Nixon and Amanda will be on the committee that will review the scholarship applications.
 - Looking for other people to review, maybe other PTO board members, no parents, maybe someone at district.
 - It was suggested that maybe the students that wins this year could sit on the board next year, but that person will probably be away at college and could still have friends at EHS which could be unfair.
 - Liz suggested the scholarship committee be its own entity, no teachers or Principal on the board.

- Shanna suggested a young lady from the Air National Guard to review because she is not affiliated with the school. Amanda will contact her.
- Teacher Appreciation Review:
 - November All Staff lunch:
 - Provided by Chick-Fil-A, all went well.
 - December All Staff lunch:
 - Sponsored by Annette Davis and Wing Orthodontics, Baci Italian Bistro.
 - Wing Orthodontics brought two people to help serve lunch.
 - The restaurant totaled the food bill incorrectly, they informed Cori that we owe an additional \$47.50.
 - **Cori made a motion to pay the balance at Baci Italian Restaurant for \$47.50 out of PTO funds, Marie seconded and all approved.**
 - Snack cart:
 - Pie Drive in November in place of the Snack Cart.
 - Staff birthday cakes:
 - 12/3/21 combined November & December birthday cakes.
 - Marie picked up and delivered the cakes.
 - NOTE: whomever delivers the cakes needs to bring a knife to cut the cakes.
 - Cori is sending thank you/tax letters to people who donated coffee items and physical (PBIS) items.
 - Coffee Stations:
 - Wing Orthodontics called to ask if we needed anything. Requesting money for coffee items, to buy coffee cups.
 - **Cori motioned to spend not more than \$100.00, including money already donated to the coffee station, to buy coffee, tea, and creamer to stock for January. Shanna seconded and all approved.**
- PBIS update:
 - Cori went to the PBIS committee meeting on Friday.
 - For the teacher's store it will be online/digital, no inventory, no cost.
 - The school store will be at the bookstore, students can use (PBIS) Firecards, or real money to buy things. Vanessa, the book store technician, will run it.
 - zero cost items will require certificates, or as we get donations, or as the PTO donates money or physical items.
 - Biweekly and quarterly drawing prizes.
 - Cori made a flyer to help teachers set up their teacher stores so they can be ready to run in January.

New Business

- Teacher Appreciation:
 - December 8 - All Staff lunch: Done

- Sponsored by Wing Orthodontics and Annette Davis.
 - Purchased food from Baci Italian Restaurant.
 - Wing Orthodontics brought two people to help serve lunch.
- December 15 - Snack Cart: (usually 4th Wednesday of every month).
 - Sponsored by Focus Church.
- December 3 - Monthly birthday cakes:
 - November and December were combined due to the amount of food being distributed in both months.
 - The PTO is always looking for volunteers to pick up the cakes from COSTCO and deliver them to EHS.
- Monthly volunteer SignUp Genius:
 - Not discussed in this meeting.
- January 12 - All Staff lunch: (2nd Wednesday of every month).
 - Cori is continuing to vet sponsors for this lunch.
 - **Cori motioned to spend not more than \$750.00 of PTO funds to pay for the January All Staff lunch until a sponsor is confirmed, seconded by Marie, and approved by all.**
- Holiday Updates:
 - Amanda did not send out a sign up.
 - Wednesday, 12/15/21, snack cart and cookie decorations.
 - Cori will be bringing in cookies for the teachers to decorate (from her and Principal Gagnon) she could use help setting up tables after school. Marie offered to help with the popcorn, Shanna will be there, maybe Amanda. Cori will be there 11-11:30 ish.
 - Thursday, 12/16/21, handing out teacher T-shirt gifts.
 - Amanda will be at the school at dismissal.
 - There will be tables set up with the different T-shirt sizes, they will have a list of the sizes the teachers ordered.
 - Cori will be there at 11:30 a.m.
 - Friday, 12/17/21, Breakfast burritos provided by Sun Valley Community Church.
 - Don't have a check yet, but Sun Valley may just buy the burritos at Salad and Go and bring them to the school.
 - Cori will clarify with Sun Valley if it is for just teachers or all staff.
 - Will need 8 volunteers, 4 carts and 2 people per cart.
 - The following people volunteered:
 - Shanna, Willow, Cori, Amanda.
- Fundraising Ideas:
 - tabled until the next General meeting.

Principal's Report

- Principal Gagnon thanked everyone for being at the meeting and for the PTO going above and beyond.
- Dr. Berry will be discussing ideas to get the Bond message out. Afterwards Principal Gagnon will brainstorm with the PTO members.
 - Marie said the Bond message verbiage was confusing.
 - It was brought up that the tax booklet sent to residents appeared to contradict what was said in the Bond meetings, that taxes would not increase, that needs to be explained better.
 - They need to point out exactly what will be added to the EHS campus.
 - Discussed the possibility of setting up Bond tables at other sports events, not just football.
 - Liz suggested EHS should be a ballot drop off location.

Open Forum

- How to more people to attend PTO meetings:
 - Raffle at meetings
 - Food at meetings
 - Advertise that we need input for a specific topic
 - Survey families to ask if there is a better day of the week/time for the General meeting.
 - Use the A-frames to advertise the PTO meetings.

Upcoming Events

- December 15th - Teacher Snack Cart/take Christmas tree down
- December 16th - Hand out Christmas gifts
- December 17th - Sun Valley Church provides Teacher appreciation breakfast burritos
- December 20th - December 31st - No school winter break
- January 10th - General PTO Board meeting
- January 12th - All Staff lunch
- January 17th - No school, Civil Rights Day
- January 26th - Snack cart
- January 31st - Executive PTO Board meeting
- February 3rd - PTO budget meeting

Other Business

- Contact the PTO at EastmarkPTO@gmail.com to volunteer.
- Teachers please contact Marie, PTO VP, with your needs.

Next Meeting

General Board Meeting - January 10th, 6 -7 pm at EHS.

- Will sell Firebird T-Shirts.
- Will discuss January planning/Jeep Raffle.
- Try to keep to one hour meeting time, if we need more time we must vote on it, and the meeting cannot go over 1 ½ hours total.
- Amanda will send the Agenda out a week before the meeting.

Reimbursements

None.

Meeting Adjourned

Marie made a motion to adjourn at 7:14 p.m., seconded by Willow, and approved by all.

Willow Torres

Eastmark High School PTO
Secretary