

# Jefferson PTO Agenda

May 6<sup>th</sup>, 2024

Meeting called to order at 6:34 by Kayla, seconded McKenzie

**Secretary Report** | Kayla Monahan

**Treasurer Report** | McKenzie Humpal

Bills:

1,540.80 - 4th grade t-shirts

Battle of the Books - t-shirts and pizza party (Paid for by TAG program line item)

Iowa Assessment incentives - \$229.88

76.41 laminating film

76.94 PBIS wrist bands

\$398.06 Sunshine Slips

Staff Appreciation: \$563.03 from last used, donuts, breakfast, NIP smoothies, friendship bracelets, HyVee, decor

- Move money from technology to cover, motion by McKenzie, seconded by Eva

Walk-a-thon: \$220.23 prizes spent

Need to buy popsicles and grand prize for top sellers

Chili Supper - bill for custodian \$99.88 for 2.5 hours of clean up

Cash Donations: \$40 for fourth grade banquet

\$873.78 - Chili Supper

Checking Balance \$20,616.20

Savings \$12,191.77

## Old Business

PTO invoice-process

- Admin audit – Review/Vote on By Law Section ARTICLE VIII - Authorization for Access to Bank Account Revision
  - Add Lindsey as a signer on the checking account to have a debit card in her name.
  - Request form provided by Lindsey, used in the past. Will add line item, date purchased, received, receipt received, etc.
  - Urgent request will be approved and voted by  $\frac{2}{3}$  majority, can be done by email
- Add online banking (free)
  - Fraud detection, statements can be online

- o Positive pay through the bank (free)- matches check number with dollar amount, and check payee
- o Account could be under Jefferson PTO, users each have their own login

#### Literacy Night Feedback

- 30 kids that didn't come
- Free book given (paid for by Title Funds), along with prizes
- Bill will be coming for Hot dogs (Hyvee) will come out of Literacy and Learning

#### Yoto order

- Back in stock as of today
- Lindsey will look in to tomorrow

### **Purchase Request Review**

- **Form from Lindsey**

### **New Business**

#### Walkathon 5/3/24 | Feedback

- went well, incentives were fun, weather cooperated

#### Teacher Appreciation Week 5/6-5/10

- Abundance of gift cards received from a variety of places
- Hid 10 disco balls for teachers to find and turn in for gift cards

#### Inflatables 5/16/24

- Reminder emails were sent out today

#### 4<sup>th</sup> Grade Celebration 5/23/24 | Emily, lead – budget approval

- \$1,500 budget
- t-shirts \$16/shirt
  - o Total: \$1540
  - o Need sharpies - \$84.20 for 90
  - o Motion to move funds from postage (\$100), PTO table (\$25) by McKenzie, seconded by Kayla, Emily voted yes by email
- Pizzas donated by Casey's, parent donations for water, etc

#### Field Day (Last Day of school 5/24) Katie, lead

- Katie will do popsicles and water
- Lindsey will purchase

#### PBIS Celebration: Katie, Lead

- This Friday, no emails sent yet

Cabinet positions/turn-over

- Approve Treasurer 2024-25 extension
    - Extension will need approval/vote of the executive committee
  - If approved, need to consider appointing position to shadow Treasurer next year to take over the 2025-26 year
  - All remaining cabinet turnover 2025-26 year
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### **Principals Report |**

Sunshine Slips started today, last week of school will draw for prizes. Summer prizes given. Comes out of PBIS line item

ISASP: Really well in math, 87% for 3rd and 4th grade, Literacy lower: 65% for 3rd and 4th grade

FAST Testing: K-4 Math high, literacy

Retirements: Sarah Despenes and Kay Mason

- Not replacing secretary

New Staff:

Rachel Grimm will be Guidance Counselor

Melissa Martinez will be teaching TK

Meeting adjourned at 7:09 by Kayla, seconded by McKenzie

Respectfully submitted,

Kayla Monahan

PTO Secretary