



PTO MEETING OF THE BOARD

CALLED TO ORDER BY: SIOBHAN ST AMOUR

DATE: AUGUST 20th 2024

LOCATION: TBE BOARD ROOM

IN ATTENDANCE: Principal Alyssa Ledbetter, Vice Principal Dana Franklin-Riashi, President Siobhan St. Amour, Vice President Sarah Greif, Treasurer Norma Graham, and Volunteer Coordinator Kelly Richards

1. Approve last month's meeting minutes
 - a. Motion to approve by Siobhan, approved by Sarah and seconded by Norma.
2. Treasurer's report
 - a. \$30,968.71 as of 8/20/2024.
 - b. Approved our 2024-2025 budget, will present at general meeting on 8/27/2024.
 - c. Reviewed QuickBooks categories. Spring fundraiser money will be dispersed across 5 categories (Staff supplies, staff celebrations, student supplies, student celebrations, PTO fund, and misc. expenses).
 - d. Mrs. Ledbetter requested PTO holds a \$1000 line item in the Staff celebration category for the teacher social committee for meals. Board agreed.
 - e. School Bright Kitz owes PTO \$423 due to missing supplies and errors. Siobhan will follow up with Greg for reimbursement.
3. School supply kits
 - a. Board agreed to discontinue school supply kits going forward.
4. Birthday Celebration Signs/Spirit Wear
 - a. 15 orders so far.
 - b. Siobhan will cc Mrs. Ledbetter on communications with Gus for the birthday sign marquee.
 - c. Board is working on creating new spirit wear pieces to tie in with the school sports theme. Will get mock ups made to show at general meeting to gain feedback.
 - d. Siobahn will create fundraiser form for Spirit store and Birthday celebrations. Forms will indicate start date as beginning of the school year- December and then December-end of school year to allow a break in between.

- e. Board will continue to utilize front office freezer for classrooms in the front buildings and cafeteria freezer for all other classrooms for birthday popsicles.
5. Requests from teachers
 - a. Discussed book keeping for teacher requests. Norma was able to create sub categories for the Spring fundraiser funds to ensure requests have been categorized appropriately.
 6. La Mesa Dine out August 28th 2024
 - a. La Mesa is our only Dine out currently scheduled for the year.
 7. Curriculum Night
 - a. Curriculum night will be held from 5:00pm-5:30pm & 5:30pm-6:00pm.
 - b. PTO will set up a table in the crossroads to sell merchandise.
 8. Parent Lunch Dates
 - a. First Parent Lunch is scheduled for September 13th for 3rd, 4th and 5th grade. September 27th will be k, 1st and 2nd.
 9. School Pictures
 - a. Fall pictures will be held on September 19th. Volunteers will be needed for the majority of the day. Mrs. Riashi will send Siobhan schedule.
 10. Holiday Shoppe
 - a. December 5th will be previewing day; this gives PTO 2 days after Thanksgiving break to decorate. Make up day will be December 13th.
 - b. Other important dates: Thanksgiving feast will be held November 21ST and Field Day will held on December 20th.
 11. Fall Festival & Pumpkins
 - a. Mrs. Ledbetter agreed to switch fall festival date to October 22nd from 4:30pm-6:30pm due to scheduling conflicts with sports and the middle school.
 - b. Silent auction items will include: Team baskets (proceeds to be directly donated to teams), 5TH grade graduation seats, VIP parking, Principal/Vice Principal/Related Arts teacher for ½ day.
 - c. Sarah and Kelly are working to find a vendor for pumpkins. PTO will presell pumpkins before event to help anticipate how many pumpkins will be needed.
 - d. Discussed having local restaurants set up booths to sell food. Mrs. Ledbetter will check with legal to discuss.
 - e. Discussed entertainment. Siobhan will reach out to No Worries band to reschedule for 10/22. Sarah will put together a list of games and other entertainment options with associated costs to send out to the board for approval.
 - f. Siobhan is working to procure foam pumpkins for the PTO annual pumpkin decorating contest. Mrs. Ledbetter would like to see pumpkins displayed at the Fall festival. Dates TBA.
 12. Other Business
 - a. Teacher's favorite things form is in the works.
 - b. Teachers are in the process of putting together class directories. PTO will touch base with Mrs. Ledbetter by end of next week in regards to this.
 - c. TBE is looking to add a Technology Club to leadership clubs- looking for any parents with a Technology background who would be willing to come in for clubs or as a guest

speaker. Mrs. Ledbetter is excited to bring knowledge of AI, 3D printing and coding to TBE!

Next Board meeting is scheduled for: September 17th 2024 in the TBE Boardroom

Next General meeting is scheduled for: September 24th 2024 in the Cafeteria

Minutes completed by: Vice President Sarah Greif

Minutes approved by: Siobhan St. Amour