

Soaring Hawk Elementary School

PTO Meeting Minutes



Date: Sunday, July 16, 2017

Meeting called to order at 11:26am

Number present: 4 Board Members (Dixie Payne, Monica Allen, Elizabeth Davis, Jamie Schmeets), Stacey Roberson

Agenda

- Vice President
- Welcome Committee
- 2017-2018 School Year Fundraising Goals
- Reimbursements
- 2017-2018 PTO Meeting Time
- Upcoming events

New Business

- Due to relocation, Carisa Godwin is no longer able to act as PTO Vice President. Monica Allen was appointed as Vice President, and unanimously voted in by all attendees.
- Welcome Committee has requested \$1,000 from SHE PTO to be used for various printing and committee costs.
- SHE PTO currently operates financially through DCEF. Some advantages of operating through DCEF include 501c3 status, built-in auditing and accounting costs. Disadvantages of operating through DCEF include a yearly fee and difficulty of reimbursement and accessing SHE PTO funds. Reimbursement for expenses generally takes weeks or months.
 - We are hoping to procure a Purchase Card (P-Card), so we can have a direct source of payment for purchases.
 - Another option would be to use a Soaring Hawk P-Card for purchases, and reimburse the school through DCEF. SHE PTO would like to request a PTO specific P-Card.
 - PTO would like to explore breaking off from DCEF. This would mean easier access to funds, but would require some initial legwork, and a separate auditing committee and accountant.
- 2017-2018 PTO meeting time will be from 1:00pm to 2:00pm. The meeting location and frequency is to be determined. The first PTO meeting of the school year will occur on Thursday, August 24, 2017 from 1:00 to 2:00pm.

2017-2018 Fundraising Goals

- Shade Structure over playground
 - There is currently no shade near the playground
 - American Academy of Dermatology has an \$8,000 shade structure grant. To apply for the grant, it is necessary to have a sun safety education program in place for a year. SHE PTO will begin the program on the first day of the 2017-2018 school year.
 - Soaring Hawk needs to get quotes for a shade structure through Douglas County School District.
- Library makeover
- Teacher grants
- Bus fees for field trips

Fundraising Goals were approved unanimously.

Other Business

- It is unclear whether Welcome Committee moneys request includes the cost for the ice cream and welcome BBQ. Members at the meeting feel that a full BBQ isn't necessary- perhaps simply providing ice cream or having food trucks available would be sufficient
- Next Board Meeting will take place on Thursday, August 3 at 11:00am
- Budget and calendar will be discussed at August 3 meeting

Meeting adjourned at 12:22pm by Dixie Payne

Upcoming Events

- August 9 - Welcome Committee Open House
 - 3:00-3:30 Kindergarten Only school tours
 - 3:30-4:00 Kindergarten Only school supply drop-off
 - 4:00-5:00 Kindergarten Only information and teacher meet and greet
 - 4:00-5:00 1st-6th grade school supply drop-off
 - 5:00-6:00 BBQ* and Ice Cream
- August 10, 8:35am - First Day of School 1st-6th grade- On-Field Rally
- August 10 & 11 – Kindergarten assessments
- August 14 – First day of school for Kindergarten
 - Coffee and Kleenex for Kindergarten parents at 8:35 (AM and full-day) and 12:35 (PM)
- August 17 – Curriculum Night
- August 24 – PTO meeting 1:00-2:00pm, location TBD
- September 16 – Hawk Hustle