



January 11, 2021 6:00 pm  
**Agenda - PAC Meeting**

*Board Members:*

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Cassidy Wennesheimer, President                      Rachel Todd, Outreach Coordinator  
Amber Pearce, VP, Treasurer  
Alison Masey, Secretary

*Staff Invitees:*

*Attendees:*

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Traci Schwartz  
Kelli Carr  
Amy Kool  
Brie Lamb-Manitta  
Tiana Pasconi

<b>Topic</b>	<b>Owner</b>
1. Welcome; Meeting Call to Order: 6.05 pm	Cassidy
2. Approve Minutes From: 11/9/21 and 12/14/21, Amber motions, Tiana 2nd	Cassidy
3. President	Cassidy
a. Penny Wars and Read-a-Thon	
i. No dates have been established yet. Cassidy will reach out to Jill to work on scheduling.	
b. PTO Nominations	
i. Cassidy has not received any nominations.	
ii. A Vice President is needed. The VP will fill in for the President if needed.	
iii. An Outreach coordinator is needed. This position takes care of dine-out fundraisers and facilitates communication between Room Parents, teachers and the PTO.	
iv. A treasurer is needed. The treasurer works with the president to create a budget, analyzes the budgets from previous years, deposits money in the bank, manages the online banking system, organizes and keeps records and writes checks for reimbursement.	

- v. Having early elections will help the process of training the newly elected people who will begin on July 1st.
- c. PTO Nominations
  - i. Alison proposes the idea of nominating herself as Treasurer for next year and Kelli can nominate herself as Secretary for next year. Traci 2nd. The proposal is approved with a unanimous vote.
  - ii. Brie and Tiana nominate themselves to be Community Outreach Coordinators for next year. Amber 2nd. The proposal is approved with a unanimous vote.
  - iii. Traci nominates herself to be Vice President for next year. Tiana 2nd. The proposal is approved with a unanimous vote.
  - iv. The nominations will be reviewed and finalized at the February PTO meeting and the elections will be held in March.

#### 4. VP/Treasurer

Amber

- a. SCRIP
  - i. No orders have come in as of yet. Brie will check online
  - ii. A discussion as to whether we could have gift cards on campus once a month for purchase was discussed. The current situation with Covid makes this difficult.
  - iii. A consistent schedule of turning in SCRIP orders by the 10th of the month has been established. Parents can make this order if they want a physical card.
  - iv. Brie will post information about SCRIP on Facebook as well.
  - v. Alison will include information on the PTO website and email Rachel as well.
- b. Budget Review
  - i. Amber is going to send an email to the teachers letting them know how much money they have spent so far. The teachers may need reminders that they still have money to spend if needed.
  - ii. The cost of the storage shed increased by \$10/month.
  - iii. The 2 tents for the art area and for rainy day drop-off and pick-up cost \$2,000.
- c. Spirit Wear
  - i. Tiana designed the t-shirts with the theme of Illuminate.
  - ii. It is helpful if there is one design with the specific theme and the rest are generic so they can be used in the years to come.
  - iii. The shirts were shown at the meeting with the new designs. The group was excited and really impressed by Tiana's ideas and designs.
  - iv. It was proposed to order 50 white shirts and 50 black shirts; however, the more we buy, the cheaper it will be. So, maybe it would be better to order 100-200 shirts.
  - v. Cassidy proposes that the order should consist of 1 "Illuminate" design and 2 or 3 generic shirts.
  - vi. The PTO would like the shirts to be affordable first and foremost, not priced for profit.
  - vii. The current budget for Spirit Wear is \$500.
  - viii. Tiana will email the designs to Traci and Traci will work on finding a place to print the shirts. Brie has a contact that she will share.
  - ix. The idea of pre-ordering the shirts may be considered for the future.
  - x. Back-To-School has been the most successful way to sell shirts in year's past.
- d. Official Spirit Wear Proposal
  - i. Amber proposes that \$1,000 be budgeted for Spirit Wear. Kelli and Brie 2nd. The proposal is approved with unanimous vote.
  - ii. The shirts that will be ordered are the "Lion King" shirt, the "Planet" shirt and the shirt with the "spread out font."
- e. See's Candy

- i. The biggest order came from TK.
- ii. Middle Schoolers could also make flyers and posters to advertise See's Candy.
- iii. Certain classes had more orders than others. It was questioned if all the teachers sent out the flyers, emails and order forms.
- iv. Alison will work on making a link on the PTO website where parents can make an order and be aware of order dates.

5. Secretary Alison

6. Outreach Coordinator Rachel

7. Old Business

8. New Business-open for comments or ideas:

a. Dine-Out Nights

- i. Traci proposes that the dine-out nights be on the last Wednesday of each month. She is going to try and schedule the following:
  1. Jan 26th - California Pizza Kitchen
  2. February 22nd - Chipotle
  3. March 29th - Panera
  4. April 27th - BJ's
  5. May 25th - Chipotle
  6. The last week of school - Menchie's
- ii. Traci will research if it is okay to go to the restaurants with flyers, spirit wear, SCRIP orders, etc.
- iii. Research will be done on how often we can do fundraisers at Chipotle since it has been the most popular.
- iv. The cost of flyers for dine-out nights will be reimbursed by the PTO instead of being printed at school.
- v. It is an idea to have the middle schoolers make posters to advertise dine-out nights.

9. Thank you for attending; meeting adjourned: 7:14pm

Cassidy