

September 10, 2024 – Viking Elementary PTO Meeting Agenda

1. Call to order, welcome, and introductions
2. Secretary – Minutes from PTO Meeting May (need motion to approve)
 - a. **Approval of minutes is postponed until October.**
 - b. **We are not able to report out on our income from last year due to not having a check from the coupon books. Estimated is \$6,000+ of income.**
3. Treasurer – Report on Income and Expenditures (need motion to approve, President and Treasurer to sign)
 - a.
4. Principal's Report
 - a. **Huge thank you to the PTO for all of the help while moving in.**
 - b. **Overview of new staff.**
 - c. **Act 20 Updates. Using a new screener. Staff are currently being trained and will be implemented in the next couple of weeks. Students who are in the bottom 20% will have an additional assessment and have a reading plan implemented.**
 - d. **New reading curriculum is going really well. This is for levels K-6.**
 - e. **Tomorrow is the open house. Ribbon cutting at 3:50pm with cookies.**
 - f. **Homecoming parade is coming up. Dress up days have been posted online. Viking Elementary will have a float in the parade.**
 - g. **October 8th the Title 1 instructional services will be presenting to the PTO.**
5. Old Business (Updates)
 - a. Coupon book sales - updates on payment?
 - i. **Payment has not been received. Estimated amount is \$6000+. Tiffany may need to stop by; emails are being replied to. Tiffany may reach out to West Salem and Bangor to see if they have received payment.**
 - b. Coffee Truck update from open house
 - i. **\$350 for the coffee truck. It was a huge hit. Possibly try a different vendor in the spring.**
6. New Business
 - a. Budget for 2024-25 year – discussion and vote
 - i. Once approved, copy to Kristy for PTO website
 1. **\$619 total for teacher/staff appreciation during move-in week.**
 2. **In the last year, we have explored how we wanted to navigate fundraising and events...**
 - a. **Field trip transportation in the budget has not been used in the last two years. Meant to be supplemental to the school's budget. Megan recommends we take this off our budget.**
 - b. **Fifth grade specific field trips has not been used in the last two years. Megan recommends we assess if this is needed and could be reallocated. (\$380)**
 - c. **Family Fun Night - considering changing this event to a movie night or a family dance.**
 3. **Every spring we have funds for mini grants to teachers. Continue to promote.**
 4. **Funds contribute towards the 5th grade bash. Each year we give \$250. Sand Lake is hosting this event this year.**

5. **Megan will send a proposed budget that can be reviewed prior to the October 8th meeting.**
- b. 2024-25 Planned Events
 - i. Family Fundraiser Events
 1. T-Shirt Sales - Fall - Megan coordinating with Coaches Corner
 - a. **Nina has been working with Coaches Corner on a shirt option for teachers and staff. She extended the offer for use to use the same graphic for our t-shirts. Megan is going to request pricing on the new design.**
 - b. **Would an electronic order form be possible? Megan is going to look into this.**
 - c. **Increase messaging that this is a fundraiser - make socials for it.**
 2. TJos - Dec - Tiffany will schedule
 - a. **Happens around December.**
 3. Chuck E Cheese - Spring - Tiffany will schedule
 - a. **Around March. Portion of proceeds will come back to PTO. Last year we raised over \$800.**
 4. Bingo, Books, and Bites - April
 - a. **We provide food trucks for the “bites” portion.**
 - b. **Nina will look into dates.**
 - c. **This year we are considering Betty’s Tacos, Peace Oven, Midway Deli and an icee truck.**
 - d. **Chef’s Table - recommended.**
 5. Music concerts
 - i. **Do we need to modify this to a budgeted event with the PTO paying for the treats. It is recommended to continue to do a mixed model.**
 - b. Thursday, December 5, 2024 - 3rd Grade (Jeremy)
 - c. Tuesday, December 10, 2024 - 2nd Grade (Megan)
 - d. Thursday, March 6, 2025 - 1st Grade (Tiffany)
 - e. Tuesday, March 11, 2025 - 4th Grade (Jeremy)
 - f. Thursday, May 1, 2025 - Kindergarten (Nicole)
 - g. Tuesday, May 6, 2025 - 5th Grade (Katie)
 - ii. Teacher Events
 1. Conference Meals
 - i. **We had to increase our budget for this for inflation. Currently budgeted for \$1300.**
 - ii. **The teachers raved about Burrachos.**
 - b. October 22, 24, 29
 - i. **We will host a meal on October 22nd - Nicole is taking the lead.**
 - ii. ***Gluten free option needed**
 - c. March 18, 20, 25
 - i. **Jeremy is taking the lead.**
 2. Mini Grants - Feb/March
 - a. **Emailed to the teachers in February. Teachers submit their grants and they are reviewed in March. All mini grants were approved next year. The PTO now has a debit card; therefore, teachers do not need to pay out of pocket and wait for a check from PTO.**
 - b. **11 submissions last year and it still was under budget.**
 3. Teacher appreciation week - First week of May

7. Open Discussion/New Items
 - a. 2024-2025 Proposed Event Changes
 - i. Family Fun Night - TBD
 1. Other ideas for a Family Night?
 - a. **We will determine what will replace it at the next meeting. Recommendations are movie nights or a family dance night.**
 - ii. Coupon Book - TBD
 1. Try out a Fun Run/Glow Run/Color Run - TBD
 - a. Review ChooseBooster.com options
 - i. **Use an organization that puts on a physical activity fundraising - the do the platform for the donations.**
 - ii. **Option 1 is the platform**
 - iii. **Option 2 (what Evergreen did) and you get an expert; however, we run the day.**
 - iv. **Option 3 - shared service where they put the event on. We would be able to learn how to do that event and we can decide if we need that level of support the following year(s). This is what Tiffany recommends. 30% service fee.**
 - v. **We will move forward with Option #3 for a fun run; will no longer move forward with**

8. Adjournment – next meeting Tuesday, October 10th at 6:30pm at LMC

Megan - First to adjourn

Jeremy - second to adjourn

In attendance: