

# Meeting Minutes

## ATTENDANCE

Natalie Tannel - Dean of Students  
Jennifer Meredith - Assistant Principal  
Gina Hohmann - Office Manager  
Julie Claudio - PTO President  
Megan Deprez - PTO Vice President  
Olivia Myers - PTO Secretary

## HOUSE KEEPING

We need a PTO Copy # - Olivia

PTO Email assigned to Julie - TBD date

Make a PTO Label for all supplies purchased - Olivia

## Teacher Welcome Back: August 4th for first day back

- UNC cater, Gina will call \$13/person.... about 70 staff cost split between PTO/Heiman General Budgets

## BooHoo Breakfast

- BOTH 16th/17th Gina will go to Walmart to get food
- Anne/Jenn will add to Message to Kinders' email
- Welcome Kinder Parents Sign - Natalie
- PTO Sign up Sheets (same from Back to School) - Olivia

## PTO Meetings

1st Tuesday starting in September 4pm

## OPEN HOUSE

- Tuesday August 9th 4:15 - 5:45
- Set up 3:45
- PTO table next to Slithers
- On the table: PTO sign-up, tshirt flyer (spirit day info, QR code,) fun run flyer, PTO flyer with meeting dates and info,
- wear PTO shirts

## FUN RUN

Grade Colors (ROYGB) for the paper for the envelopes

Light pink - kinder  
Orange/salmon - 1st  
Yellow - 2nd  
Green - 3rd  
Blue - 4th  
Purple - 5th

- Gina ordered paper, labels and envelopes and get supply list from Megan
  - Gina needs to print labels for each kid with: name, teacher, grade
  - Olivia re-design husky collection sheet. 5 columns: name, phone number, donation amount, cash/online, online verification
  - get online donation link/QR code - Gina
- Aug 22 - Monday Message - announce assembly  
Aug 25 - envelopes complete and in teacher boxes  
Aug 26 - assembly - Olivia ask Mr. Zwickle to MC
- 6 Bubblers - volunteers needed email from Julie
  - 2 bubble machines - Megan ordered
  - kids get envelopes
  - prize power point: Jenn

FUN RUN PRIZES -

TOP 5 - Platinum Level (top 5 earners)

- hoverboard
- bluetooth headphones
- Bluetooth speaker
- tablet
- light up speaker

GOLD Level (next 10 earners)

- lego set

SILVER Level

- popit key chains

BRONZE Level

- squishy toy

HUSKEY Level (\$15 up)

- zipper bracelets or slap bracelets - tbd on availability

Aug 29 Monday Message start fundraising - Olivia send talking points to Jenn

Sept 5 Monday Message donations due on Sept 7

Sept 7 - donations due

Sept 9 - Fun Run

Sept 7/8/9 - Money Counting (Megan and Olivia)

PTO Cabinet

- We have one!! Yay!!

Husky Store

- Natalie
- TBD for date/time/details

Volunteer Recruitment

- personal asks
- flyers
- emails

Birthday Book

- Logistics Anne and Jenn
- July and August Birthdays at the end of August

September Agenda Items:

- Soccer Goals
- classroom equipment
- indoor recess bucket
- School Store - Natalie
- Funds request form for teachers - Olivia sample, email out to staff
- Once a month teacher appreciation randomize
- Birthday Books - bring it back

IF YOU ARE INTERESTED IN PTO PLEASE CONTACT JENNIFER MEREDITH [jmeredith@greeleyschools.org](mailto:jmeredith@greeleyschools.org)