

PTO General Minutes

Castleview Elementary

Date @ Time 09/12/2023 6:30pm



1. Call to Order time

- a. Attendance - Jodi Jessop, Daylin Dawson, Kimberly Hoffmann, Neysa Jordan, Ashley Kruse, Lindsey Mammen, Rachel Hendry, Ms. Knickerbocker, Dr. Rasmussen, Kristin Griffith, Eryn Palladino, Tom Palladino

2. President's Report

1. Discretionary fund gift to Dr. Rasmussen - \$3000
 - a. Pre-Planning went well! Spirit Wear Sales have been coming 4608 in website ordered plus Square orders meaning what we sold at MTT and Food Trucks
 - b. Need business sponsorships! We have 1, a Real Estate company. Piccolino's & Horizon West Barber.
Need 5 more businesses in order to get shirts for Dragon Dash. I've made 100 copies and have helpers handing them out. I am contacting all former sponsors to see if they would like to renew.
 - c. Book Fair 9/18-22 - All sign-ups for volunteer positions need to be done through ADDitions.
 - d. Picture Day 9/26 signup for volunteers to be on Additions Website
 - e. Dragon Dash - looking for sponsor for October 20 - Sports theme.
 - f. Family Landscape Refresh still on horizon, if anyone knows a landscaping company who would like to donate time or products. Before Thanksgiving.
 - g. Czerniejewski Dedication (installed) Calendar to be set still. Aiming for the evening. We will have a refreshment area and handle the unveiling of the letter at the dedication ceremony. Dates have been passed on to Dr. Rasmussen & Ms. Knickerbocker.
 - h. Sign up Genius is no more, we must use Additions via the district. The instructions are on our FB PTO page. Placements for each volunteer opportunity.

3. Treasurer's Report

- a. Updates – Taxes etc - Getting taxes done through MoneyMinder software. Once the budget is finalized. It will be brought to the board to be approved.

4. VP & Committee Reports

- a. Kim – Grandparents night - Try not to move tables that are set up. Leave as is. Buy a bigger canvas for Mrs. Branch. Have her stand in the middle of the room. Knickerbocker suggested having an iPad with a swivel stand to be used as a projector. Set up a mic stand for Mrs. Branch. Ask Was for mic stand. Set up at 3:30 pm. Jodi will text Ms. K to coordinate Champions after school.

b. Jodi – Yearbook update - Flyers will hopefully be sent home next week. Prices will go up soon.

c. Neysa– Social Media/Website updates - Social media posts have increased this year. Kimberly suggested sending home a flyer in kids folders with QR code to follow PTO on Facebook. Lindsey will create a flyer.

d. Ashley-Our new Decorating Committee Chair voted in the last board meeting. Set up at 3:30 pm.

5. Adjournment - Kimberly motioned to adjourn meeting at 6:47 pm, Neysa seconds.