



2024-2025

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	Officers:		Board of Trustees:	
	<i>Stacey Clarken, Lead President</i>		<i>Kristin Basha</i>	<i>Jeanne Peterson</i>
	<i>Heather Nakagawa, Co-President</i>		<i>Ashley Boca</i>	<i>Kelli Christaskis</i>
	<i>Brooke Warwick, Vice President</i>		<i>Brittany Bonitatibus</i>	<i>Liz Bevan</i>
	<i>Brittany Westfall, Treasurer</i>		<i>Jessi Shafer</i>	<i>Whitney Miller</i>
	<i>Misty Pavlovic, Secretary</i>			

PTO Meeting Minutes

Date: 2/7/2025 | Meeting called to order by Stacey Clarken

In Attendance

In Person:

- see sign in sheet
- **Zoom:**
 - Ashley Boca
 - Shelley Reyna

Welcome: Stacey Clarken

- Welcome, this will be a quick meeting. We have a few requisitions and updates on recent events.

Principal's Report: Mrs. Margaret Rodriguez

- We got a grant for a full time counselor.
- Chairs: We had an injury in the lounge with a staff member. The chair broke while an employee was sitting in it..
 - We are looking into replacement options.

Secretary Minutes: Review and vote on Meeting Minutes

- Minutes from last month are at the front of the room for review and approval.
- Motion to Discuss: Cait Sabato
- Motion to Approve: Ted Organ
- Second: Brian O'Malley
- All in favor: all in favor
- Minutes are approved and will be posted online.

Treasurer Report: Brittany Westfall

- Reviewed MONTH statement. See attached.
- Activity:
 - Revenue:
 - \$717.03
 - Expenditures
 - \$3,671.16
- Discretionary Fund spent to date: \$7,258.67 (\$14, 500 is the budget for 2024-2025)
- Total Assets: \$56,496.53

Requisitions:

- Teacher's Lounge Chairs: Whitney Miller
 - Requisition for \$2,428,44 for new chairs for the teacher's lounge
 - Comfortable/Performance material/ Weight capacity 300lbs/ match our current estetic
 - Motion to Discuss: Misty Pavlovic
 - Motion to Approve: Jeanne Peterson
 - All in favor: / opposed: : unanimous
- Carnival Tents: Whitney Miller
 - Requisition for \$3,016.98 for canopy tents to supplement our current tents for carnival.
 - they have a \$4,000 budget/ have a donation for \$3,000 so they have \$7,000
 - This requisition is for 5 tents 10x10
 - Used to cover carnival tents
 - Rental for \$100 a tent
 - Motion to Discuss: Cait Sabato
 - We will be down to \$3,000 after current approved requisitions
 - Can we rent the tents?
 - Are there tent toppers?
 - Can we use the budget to cover the cost of renting?
 - Would need a requisition.
 - Why can't we use the \$56,000 that the account says we have?
 - There is a budget that outlines where all money goes.
 - We also have to start the year with money in the account.
 - Could we borrow tents from families?
 - Committee is looking for a uniform look.
 - Motion to Approve: no motion to approve.
 - All in favor: / opposed: Group decided to table this, the budget doesn't allow for this large of a requisition at this time.
- Carnival Cakes: Whitney Miller

- Requisition for \$523.71 for cakes for the carnival Cake Walk
- Motion to Discuss: Stacey Clarken
 - Could you go through your current budget?
 - Are there cheaper options?
 - Could some of the rides/ games be removed?
 - We will look into donations of cakes or money.
 - Kids care more about the experience than the cake.
 - Committee will come back with other requisition
- Motion to Approve: no motion to approve
- All in favor: / opposed:
- 5th Grade planners: Stacey Clarken
 - Requisition for \$234 for additional cost of planners above the budgeted amount.
 - Motion to Discuss: Brittany Westfall
 - We have less students next year and we still will be over budget next year.
 - We will need to increase the line item for next year.
 - Motion to Approve: Jeanne Peterson
 - Second: Heather Nakagawa
 - All in favor: / opposed: unanimous
- Kindergarten Field Trip Chaperones Stacey Clarken
 - Requisition for \$280 for additional chaperones for kindergarten field trip to Phoenix Children's Museum to provide a safe environment.
 - Motion to Discuss: Brooke Warwick
 - Is it open to the public?
 - Could parents pay their own way?
 - Do families have memberships?
 - Becky stated that this is a very important issue: we should approve this.
 - Once volunteers are chosen we can ask if any have memberships.

Motion to approve: Misty Pavlovic

Second: Ted Organ

All in favor: requisition passed.
- Krista asked for \$200 for jump ropes.
 - We have a line item so do not need to requisition.
 - Look into theshareway.com for donations for all events



Field Day: Jeanne Peterson

- March 7th
- not the same day as chalk art (TBD)
- We will have two groups so that students will have more time at each station.
- Looking for 2 volunteers per station.
- Sign up genius went out in the Newsletter.
- We need volunteers for clean up and take down as well.
- We will incorporate a Participation Award.
- Janelle is looking into prizes for Participation Award: one per grade level.
- We are looking for donations.
- We need to look into the calendar to confirm that chalk art isn't one of the stations.

Yearbook : Heather Nakagawa

- Buy yearbooks by the end of March please.
- Cover Contest entries are low this year, so let your students know to get them in by the end of the month.

Science Fair: Whitney Miller

- April 7th email goes out.
- May 2nd Judging
- We need parent volunteers to help with interviews and judging.
- Presentation boards will go out with them.
- Students can work in pairs if they would like to.

Re Cap Book Fair: Misty Pavlovic

- February 3rd-7th
- Hosted by Phoenix Book Company
- We are looking for a volunteer or committee to take over next year.
- Sales to date are \$5,086, we have one more day of sales.
- Spin to win raised: \$265
 - 12 teacher books and 4 student books were purchased with Spin to Win funds.
 - Teachers were able to participate in Spin to Win during the teacher preview where they spun the wheel to win various gift cards.
- 65 book fair books were purchased for teachers by families.
- 39 students visited the Space Shop and received a free book.

Re Cap Glow Dance: Jessi Schaffer

- Ted was amazing as the DJ, thank you!!!
- Pre wrap snacks in the future.

May 3rd Parent Night Out is coming again!

Board and Officer Elections- April PTO meeting



- We need to establish a Nominating Committee
 - 3 people that are not running.
 - Whitney Miller and Heather Nakagawa volunteered.

Calendar of Events

February:

17- No School Presidents' Day
21-5th Grade Panoramic Picture
28- PTO Meeting 7:45am
28- Yearbook Cover Contest Entries Due

March:

7 Chalk Art and Field Day
10-24 Spring Break

NEXT PTO MEETING

- February 28th at 7:45 am

Meeting Adjourned @ 8:46am

Stay up-to-date by linking to the PTO Calendar: <https://waggonerpto.com/calendar>

Email us @ ptowaggoner@gmail.com

Visit us @ www.waggonerpto.com

Follow us on Facebook: [Waggoner Elementary PTO](#) and Instagram: [@WaggonerWildcatsPTO](#)

Minutes reviewed by officers and submitted by Misty Pavlovic