**Mitchell Intermediate PTO  
Board Meeting Minutes  
January 17, 2023  
Mitchell Intermediate – Room 227**

**Attendees:** Kathryn Lee, Shauna Tysor, Jill Rider, Jill Gordley, Dee Howell, Joanna Altimas, Lesley Molbert, Barbara Sprecacenere, Caitlin Reeves, Felisha Hennessey, Nina Neal, Debbie Bishop, Judy Michelson, Katie Leicht, Katie Kegley, Ashling Drew

Meeting called to order at 9:35 a.m.by Shauna Tysor

* Shauna Tysor, President
  + Approve November and December meeting minutes
  + Motion by Shauna Tysor
  + 2nd Motion by Caitlin Reeves, Joanna Altimas
  + January Staff Appreciation is up on Social Media, need additional crockpot items
  + Holiday collections for Specials
  + Spirit Night at The Stand tomorrow night (January 18)
  + Current projects:
    - School requested new conference room chairs, looking for business who might want to donate
    - Eagle Scout projects (Gaga Ball pit, outdoor classroom pond, painting on play ground); if there are any groups interested, send their info to Shauna

Corporate Partnerships launched

Brainstorming for Fall Fundraisers

* Paula Klapesky, Principal
  + Working on McC information
    - Algebra Math meeting well attended
    - Sign up for courses beginning soon, its a long process
  + Transition then to 4th grade information
  + Fine Arts teachers will visit 4th Grade campuses to show program options (all 4 feeder schools)
  + 4th Grade Orientation is April 3rd, earlier this year
  + 1203 predicted for next year's enrollment, 1222 is enrollment as of today
  + Allocations will then be made of how many teachers they will have
  + Spring is a very busy semester
  + Students are focusing on CFA’s and they are doing a good job of doing those, especially online
  + Set aside 2 weeks for STAAR (Last week of April)
  + Questions:
    - Dee Howell: Do we have enough Chrome carts? Paula indicated yes as they’re doing it right now.
    - Jill Rider: HB 4545 - if you are struggling on interim testing now, do you also qualify for remediation now?
      * Paula indicated no, they use it as a prediction of how they will do on STAAR testing.
    - Dee Howell: Do parents get to see interim score?
      * Paula indicated that it’s not a score, but a predictor of what level they may score at. Teachers don’t release that information however parents can reach out to the teacher.   
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* Dee Howell, Treasurer
  + Hosted 2 Socials in the Fall
  + Numbers from Socials are great,keep any of that funding. That’s a pass through account for the school.
  + Portions of the money go to different entities within the school (LC’s, Front Office, Clubs, etc.)
  + Will start reporting that information on the budget.
  + LC’s use that $ for lots of different ways (ex. cupcakes); use $ from Socials to pay for LC items/events.
  + Need to make sure credit card fees are taken out of Social funding.
  + Moved from PayPal to Woodforest for credit card processing as the fees and percentage points are much lower.
  + Credit card funds get deposited right into our bank account.
  + Don’t forget to add your account to Amazon Smile account (144 people) and Kroger Share.
  + Paid taxes; we get 2 days of tax free days (Spirit Wear and 6th grade shirts is what we use those days for).
  + Remember this for future orders and purchases.
  + Caitlin Reeves: Is the yearbook self published? Might want to look at this for Mitchell ?
  + Joanna Altimas: Great job on all the Socials and the hard work it took! How much goes to each LC? What do they usually make?
    - Dee Howell: This year they made more, almost pre-pandemic levels. The more areas that participate, the more the funds get spread out. $3200 went to Front Office, $1700 to Life Skills, $1000 to Special Ed, $568 to Intervention. 5th grade made $1500 per LC and 6th grade made $1300 per LC.
* Jill Rider, VP of Fundraising
  + Working on Fundraising ideas for next year
  + School supplies are just now starting up, looking for someone for next year to help out.
  + Spirit Wear - made donations to the 4 feeder schools for Spring fundraisers.
  + Socials working on dates for Spring.
  + Spirit Nights are going awesome! There were a ton in November and they went really well. Should make a budget line item on the spreadsheet. Upcoming include The Stand, HopDoddy, and Main Event Spirit Night at Main Event (prior to long February weekend).
* Katie Kegley, VP Membership
  + All of the Directories went out before the break.
  + For next year, looking for someone to help with the directory next year.
  + Judy Michelson - Corporate Sponsorship: Starting mid-year has been good. Received positive feedback from Hughes & Cozad - they would only like to be approached once per year. They want to receive the types of forms that Judy sent to them in the Fall.
  + Hoping that in the Fall it will be more successful than starting mid-year.
  + Dee Howell: For Open House, can we use the cafeteria for a vendor night?
    - Paula Klapesky: Great idea! Could have vendors pay a percentage and have access to families attending. If it's a PTO sponsored event, it would work better. An event for both 5th and 6th grades would be Meet-the-Teacher.

Shauna Taysor: Send all sponsorship ideas to Judy Michelson.

* Nina Neal, VP Communications
  + Opening for 5th Grade Coordinator position next year; primarily email communication for that position.
* Judy Michelson, VP Services
  + Joanna Altimas: doing another clean out next week for Found it Friday.
  + Debbie Bishop: Great job on selling yearbooks this year. Got a big push from the last message. Want to sell another 200 to meet the goal. Ads are going slower this year (17 so far, usually sell around 44). Jostens asked about corporate ads. Suggested to send out flier communication to the LC’s.
  + Shauna Tysor: Student Enrichment - working on the schedule, payment and volunteer information.
  + Shauna Tysor: Kickball Tournament planning is underway.
  + Tracy Kumin: Working on details for 6th Grade End of Year Celebration.
  + Shauna Tysor: Exxon Mobil provides funding opportunities for volunteering hours (individual and group). May be able to collect names through sign ups for events (socials).
* Michelle Nolen, Parliamentarian
  + Shauna Tysor on behalf of Michelle Nolen: Thanks to the current board for responding and we are working on placing people on the Board. If you want to look at open positions, please contact Michelle Nolen for those positions and position descriptions.
  + Joanna Altimas: Greetings from McC PTO! General meeting on Thursday, 1/19 and will be selecting the nominating board. Will need help with Spirit Wear, Veterans Day, Orientation, Membership, Highlighted Highlander, etc.
    - Contact Becky Barton, McC Parliamentarian via email if interested.
* New Business:
  + Online technology safety contact available.

Meeting adjourned at 10:27 a.m. by Shauna Tysor, 2nd Motion by Dee Howell

Next meeting: PTO Board Meeting, February 21, 2023, 9:30 a.m. at Mitchell Intermediate, Room 227