



## PTO MEETING MINUTES

November 4, 2019

### Attendance (10)

Tina Reitzel, Paulett-Greer-Sutton, Krista Puruhito, Christy Cuddy, Paula Benzing, Mandi Tollison, Jennifer Badgett, Jennifer Armstrong, Judy Wood, Stacey Rettig

### Treasurer's Report (As of November 2019)

1. Current Balance: \$13,860
2. Income: \$5,685; Expenses: \$14,645

### Upcoming Events

1. Fall Festival: November 22nd
2. Decade Day: November 22<sup>nd</sup>
3. Holiday Shop: December 2<sup>nd</sup> – 6th
4. Teacher Appreciation Snack: December 6th
5. PTO Sponsored Dinner: January 7th

### Teacher/Staff Requests

1. None at this time.

### New Business

1. Fall Festival
  - a. Extra Trash Pickup: Mandi Tollison to contact Theresa to schedule an extra trash pickup for the festival.
  - b. Banners: Mandi Tollison to look into local printers or online printer for a couple of banners directing foot traffic for the festival.
  - c. On-Hand Cash: Tina Reitzel is taking care of this.
  - d. Performance Line-up: Poston Band & Orchestra, Highland Choir, Christy/Amanda Duet, Dance Team, DJ
    - i. Mandi Tollison to reach out to Spamalot cast and 5<sup>th</sup> Grade Dance to see if they would like to perform during festival.
    - ii. Sound System to be provided by Jennifer Badgett. Setup to be done by Karyn Lowther in combination with Jennifer Badgett. Suggested some written instructions for the kids for transition between acts. Add Mandi Tollison's cell phone to instructions just incase kids need to contact her during festival.
  - e. Jennifer Badgett to provide lights and extension cords for the festival.
  - f. Food: Jennifer Badgett found two food trucks willing to serve meals at the festival – Corndog Company AZ and Freedom Drinks. The PTO will get 10% of the profits.



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- g. Change Color flyer and website to include food truck information.
    - i. Jennifer **Badgett** and Mandi Tollison to coordinate with food trucks regarding arrival time and placement.
  - h. Volunteers
    - i. Student volunteers will get 5 tickets each
    - ii. Looks like we should have plenty of student and teacher volunteers. If we need more, a sign-up genius can be started.
  - i. Face Painting: Setup will be in the hallway next to the MPR. This location provides better lighting and will help to draw parents into the MPR for the auction.
  - j. Photo Drop: Setup will be in the hallway in the Media Center. Krista Puruhito to provide a backdrop and props for people to use for photos.
  - k. Map of Festival: Paulett Greer-Sutton to create a map of the festival. Use last year's map as a template and add a QR Code for phones to link directly to the map.
  - l. Snack Shop: Only one this year. Placement will be similar to last year's carnival.
  - m. Cake Walk: Need a donations by 11/20 to the front office. Paulett Greer-Sutton to make a flyer and news post on website by 11/12. Paula Benzing's mother will run the Cake Walk.
  - n. Poster Contest: Paulett Greer-Sutton to make flyer by 11/8. Poster must include all relevant Festival information, name/grade and be turned in by Friday 11/15. Each grade level has a chance to win a wristband. Winners decided Monday, 11/18 by PTO at 10:00am.
  - o. Basket Staging: Christy Cuddy to see if she can get the stage available the week of 11/25 for the staging of the baskets.
  - p. Balloon Arches: Jennifer Badgett to prepare balloon arches for Festival entrances.
  - q. Pre-Order Packages: Ticket/wristband packets to be prepared on Thursday November 21<sup>st</sup> from 9-11am
2. Holiday Shop
- a. Need volunteers to run the shop from 8-3pm, 2-hour shifts. Tina Reitzel to set up sign-up genius.

### Other Business

1. Jennifer Badgett won a Highland water bottle
2. Mandi Tollison won a child-size t-shirt
3. Judy Wood won a child-size t-shirt

### Next Meeting

January 7<sup>th</sup>, 2020