



MINUTES

Utica Elementary School PTO

Date/Time 11/14/2023 | 6:00 PM | *Meeting Called By:* Utica PTO

Board Members

Kathy Gilland, Principal –Lacee Morgan, President –Jessica Cooley, Vice President

Lorie Hollis, Vice President–Traci Price, Treasurer –Jami Campbell, Secretary

Meeting called to order by Jessica Cooley at 6:06pm. Seconded

Meeting Openers

- October Minutes Approval- Motion to approve minutes by Lori, seconded by Ashley.
- Principal's Report - not present.
- Teacher Liaison Report - not present.
- Financial Review
 - Moved the \$8,000 Fall Festival Account from the PTO Budget since it is a separate account.
 - Budget Amendment Requests: Refer to 2023/2024 Budget
 - Replenish Fall Festival Account for 2024
 - Playworx is no longer happening so that money needs to be reallocated. Proposed to move that money to playground shade at this time. Motion made by Jodi. Lori seconded. Motion approved.
 - Remove trivia income line items - student council is busy so they can assist with volunteering but not planning. Motion made by Lacee, Ashley seconded. Motion approved.
 - Remove Camp Kindergarten expenses from 2023. Motion by Courtney, seconded by Lori. Motion approved.
 - Remove Birthday Book Club. Motion by Lacee, seconded by Ashley. Motion approved.
 - Add Holiday Craft line items. Motion by Lacee, seconded by Jodi. Motion approved.
 - Funding Fall Festival. \$2,000. Motion by Lori, seconded by Ashley. Motion approved.
 - Add funding for playground benches. Motion by Lacee, seconded by Lori. Motion approved.
 - Blue Ribbon line item \$4,500. Motion made by Lori, seconded by Ashley. Motion approved.
 - Quotes are \$1,816.50 for the Staff Gift & \$2,260.00 for Pencils & Magnets

Past Business

- Christmas Parade in Utica - December 2 from 2:00-4:00 p.m. - Utica will be participating
- Holiday Craft - Crafts will be ordered and should be here the week of Nov. 27.
- Blue Ribbon Celebration - Week of November 27 - schedule remains the same as reported last month.

New Business

- Spiritwear - Holiday sale - web store has launched. Store closes Monday, November 27.

- Fun Run Date Set – Kickoff: 4/10/2024, Event Day: 4/18/2024 Looking to form a Fun Run Committee - planning of t-shirts, sponsors, business donors, marketing, etc.
 - Sponsorship ask letter is ready. Need to decide what the different sponsorship levels are. A parent has volunteered to help make sponsorships. Courtney brings up idea of not doing t-shirts. Will consider other options but if sponsorship is to be an option, needs to happen as soon as possible since companies make budgets now.
- Teacher Appreciation - May 6-10, 2024

Other announcements/items to discuss

- Lindsay Nix inquired about the potential for grandparent’s day. Discussed considering options but need to run by Mrs. Gilland. Discussed we need to be inclusive and make sure it is not only grandparent’s day.
- Kindergarten teacher mentioned getting toys for the kids to do outside (toy dump trucks, tricycles, etc.) - need to verify if school can take used items.

Future Business/Reminders:

- Papa John’s Family Night | Nov. 16
 - Consider changing to another business. They double book dates with other schools.
- Teacher Reimbursements Receipts due December 8th for 2023/2024 school year
- Next PTO Meeting Date - December 12.