



CORTINA ELEMENTARY PTO



Meeting: Board - Monthly

Date: November 4, 2020

Location: Cortina Elementary Media Center

Meeting Called to Order: 6:05pm by Dana Whitbeck

ATTENDEES

Member	Position	Present	Delegate
Dana Whitbeck	President	X	
Nicole Minihan	Vice President	X	
Brooke Haskett	Treasurer	X	
Roxie Bergman	Executive Secretary	X	
Marcella Cochran	Teacher Representative	X	
Tawny Hall	Hospitality & Social Media	X	
Tim Gershikov	Dad's Club		Mollie Gershikov
Mollie Gershikov	Spirit Friday	X	
Deanna Chelsey	Restaurant Nights	X	
Kelly Papke	Principal	X	
Dawn Michaelson	Vice Principal	X	

NEW BOARD BUSINESS

- \$5 fees collected from all board members – paid to Brooke

TREASURER REPORT

Financial Report – Reviewed

Approved Funding Requests – The following requests were reviewed and approved by the Board

Requestor	Amount	Budget Category	Notes of Purchase	Approval Status
Tawny Hall	\$584.94	Hospitality	Teacher dinner & drinks during fall conferences	Approved - Board Majority
Mollie Gershikov	\$147.62	Student Recognition - Spirit Friday	Replenish inventory of candy/prizes to kick-off Spirit Friday	Approved - Board Majority
Marcella Cochran	\$132.96	Teacher Reimbursement	Materials for pumpkin science experiment	Approved - Board Majority
Melanie Bodnar	\$200.00	Teacher Reimbursement	Science supplies	Approved - Board Majority

2020 Spending Guidelines – Guidelines and funding request forms were updated by the Board for 2020. Marcella to include these updated items in her email to teachers. Ms. Papke will update add the updated forms to the Cortina staff shared drive.

Funding Request Deadlines – Funding request deadlines have been updated per below

- Q1 & Q2 expenses are due on or before January 29, 2021
- Q2 & Q3 expenses are due on or before May 1, 2021

NEW FUNDING REQUESTS

World Kindness Day – PTO has been asked to sponsor paint for World Kindness Day activities (rock painting and handprint mural). Amount requested \$200-\$300.

Motion for Approval: Dana Whitbeck
First: Nicole Minihan
Second: Tawny Hall
Majority: APPROVED - \$200-\$300

ADMIN BUSINESS

Mandatory PTO Training – Scheduled for December 2nd PTO meeting

Facebook Teacher Spotlight – Nicole and Dana to kick-off weekly program

Website & Social Updates – Tawny is working on access and admin issues for the website and social channels

Spirit Gear – ready this week and will be added to website for families to purchase

Curriculum Enhancements – Teachers in each grade level are to agree on how funds are split. The Board will not track the spending of curriculum enhancements by teacher, only by grade-level

RESTAURANT NIGHTS

November 18th – Panda Express (Power/Queen Creek)

December 3rd – Crumbl Cookies (Rittenhouse/Ellsworth Loop)

Crumbl will also sponsor a cookie party for the class with the most participation

FREE CASH/BOX TOPS

Box Tops - Physical box tops will continue to be collected this year. Roxie & Mollie will own the process. Dana to communicate to families in upcoming newsletter

HOSPITALITY

December – Schmeat will be donating breakfast items for teachers on staff for Christmas breakfast

FUTURE MEETING SCHEDULE

Date	Board/General
Wednesday, December 2, 2020	Board + Mandatory PTO training
Wednesday, January 13, 2021	General
Wednesday, February 3, 2021	Board
Wednesday, March 3, 2021	Board
Wednesday, April 7, 2021	Board
Wednesday, May 12, 2021	General

**all dates and times are subject to change*

CLOSING

Adjournment: 6:52pm by Dana Whitbeck