

# CORTINA PTO

## Board Meeting

**Date:** October 24, 2020

**Location:** Home of Nicole Minihan

**Meeting Called to Order:** 9:15am 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	X	
Mollie Gershikov	Spirit Friday		Tim Gershikov
Deanna Chelsey	Restaurant Nights		

### NEW BOARD BUSINESS

- Conflict of Interest Form signed by all board and committee members
- Board and committee members to provide 3 sentence bio and a headshot to Tawny by 11/01
- Dana to add custodian room key to PTO room key with JM, for all to access when needed
- Board member attendance required at all board and general meetings. Anyone unable to attend should notify Dana prior to the meeting

### BOOSTERTHON FUN RUN

- The Board members and Ms. Papke met with the Boosterthon rep on Friday 10/23.  
Approved event timeline:  
Donations open: January 13, 2021  
Kick-off: January 27, 2021 (Virtual)  
Event: February 5, 2021 (Fun Run or Dance Fit option)  
Dance Fit option - Dance for 35 mins  
Fun Run option - Suggest smaller groups, outdoors, masks required
- Follow-up meeting with Boosterthon is scheduled for 11/18 at 9:30am. Boosterthon to provide feedback on November scheduled Fun Runs. Board will seek clarification on Color Run options.

**OPEN ITEM:** Fun Run t-shirts – If Fun Run option is chosen, board to determine if t-shirts will be provided for students. If yes, Board to seek sponsors ASAP.

### DAD'S CLUB

- Make a Difference Day – Tentatively scheduled for Saturday, April 24, 2021 (week of Earth Day) – details TBD
- Muffins with Mom & Donuts with Dad events – Board to revisit options in January 2021

## HOSPITALITY

---

- Dana and Tawny to facilitate the following
  - October 29 – Dinner for teachers during conferences
  - December 16/17 – Christmas – TBD
  - March 11 – Snacks or breakfast for teachers during conferences
  - May 3-7 Teacher Appreciation Week
    - Mon, Wed, Fri lunch for teachers
    - Marcella to begin collecting donations for teacher gifts

## RESTAURANT NIGHTS

---

Student Council has scheduled a restaurant night at Panda Express (Power/Queen Creek) for November 18<sup>th</sup>. All other events are to be scheduled by Deanna Chesley.

## SCHOOL CLOTHING

---

- Spirit gear will remain available for sale through the Cortina PTO site.
- Board approved two new t-shirt logo options for student shirts, and one new option for PTO members. PTO members will purchase shirts using their own funds.

**ACTION:** Dana to contact vendor (10 Cow Printing) for pricing of new approved logos for shirts

## SPIRIT FRIDAY

---

Marcella to communicate to teachers to return their prize buckets to the mail room by Wednesday 10/28 for inventory and fill. Tim and Dana will meet to inventory the teacher buckets and fill on Wednesday 10/28. Ongoing, teachers that need their prize buckets refilled should return them to the mail room by Thursday evening. PTO member to fill prize buckets on Friday mornings. Tim/Mollie to manage prize inventory and purchase items when needed.

## FREE CASH PROGRAM/BOX TOPS

---

- Box Tops – Only digital box tops will be collected. Physical Box Tops will not be accepted.
- Amazon Smiles & Fry's Free Cash

**ACTION:** Advertisements/Instructions for use to be sent home with students and posted on PTO website - Dana

## BUDGET

---

The Board reviewed the 2019-2020 budget and made the following adjustments:

- Fundraising – Boosterthon and Restaurant Nights are the only confirmed fundraising events at this time
- Events – Given the pandemic and the restrictions on gathering, no events planned for 2020-2021 at this time
- Curriculum Enhancements – Board voted to increase curriculum enhancements to \$700 per grade level (K-6)
- Teacher Reimbursements – Board voted for teacher reimbursements to remain at \$200. Deadlines for teacher reimbursements will be quarterly. Approved receipts should be submitted to Brooke on or before the submission deadlines outlined below:

Q1 & Q2	12/17/20
Q3	3/12/21
Q4	4/20/21

**ACTION:** Board members to pay \$5.00 dues at November meeting – All

## PTO MEETING SCHEDULE

---

In general, PTO (Board and/or General) meetings will take place at 6:00pm on the first Wednesday of every month, in the Media Center. The following meeting times were voted on by the Board\*

Date	Board/General
Wednesday, November 4, 2020	Board
Wednesday, December 2, 2020	Board
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:** Meeting adjourned at 11:52am by Dana Whitbeck