






JAMES L DENNIS ELEMENTARY PTO

Member meeting of the JLD Parent Teacher Organization was called to order at the following location/date:

-  **Location:** Virtual Zoom Session
-  **Date:** 9/8/20
-  **Time:** 7:32pm

Attendees

Attendees included: Anna Cottle, Charlotte Robinson, Michelle Hudson, Vicki Davarpanah, Deidre Sullens, Katie Harless, Mariana Llanos, Makaria Zolbe, Casey Yates, ShaMille Johnson, Krystal Clouse.

Meeting Minutes / Agenda Items

- I. Anna Cottle called meeting to order @ 7:32pm
 - a) Greeting, followed by a few minutes of introductions. Each attendee greeted the Zoom session, introducing themselves and what grade their child was in at Dennis. Charlotte Robinson took down names, for attendees to be entered in a gift card drawing at the end of the meeting.
 - b) Recap from Michelle Hudson over 5th Grade Graduation Celebration event prior to first day of school. PTO provided rented pavilions, pizza and snow cones. The event was a success!

- II. Old Business:
 - a) Approval of Last Meetings Minutes
 - i) Motioned by Anna Cottle , seconded by Charlotte Robison. Approval of Minutes Passed at 7:39pm. Minutes available on the JLD Website under the Meetings section on the “Documents 2019-2020” tab at www.jldpto.com or click https://eb63b804-5ac1-412d-b45b-70e1609cfa63.filesusr.com/ugd/e294bd_47aa09925a3e4a0384ecd2633d897533.pdf

- III. New Business:
 - a) Standing Rules presented for voting
 - i) Motion presented by Anna Cottle, Seconded by Deidre Sullens. Passed unanimously. 10 of 10 at 7:42PM on September 8, 2020. Standing Rules 2020-2021 are available on the JLD Website at www.jldpto.com, under the “Documents” page.
 - ii) Direct Link: https://eb63b804-5ac1-412d-b45b-70e1609cfa63.filesusr.com/ugd/e294bd_a4250411db1a4d4da7e0599f692b9189.pdf



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- b) Co-President Elected – Charlotte Robinson
 - i) Motioned by Deidre Sullens and second by Michelle Hudson. Vote passed unanimously -10 of 10 at 7:46PM on September 8, 2020.
 - ii) Co-Presidents, Charlotte Robinson and Anna Cottle, shall be added to the JLD PTO bank account as signers and card holders. This is a required and intrinsic step, necessary for these new officers to do business on behalf of the James L Dennis Parent Teacher Organization.
- c) Updates
 - i) New Popcorn Machine
 - ii) New Asphalt on both playgrounds
 - iii) Teacher Favorites Collection: Katie Harless made a google survey for teachers to input their “likes” which will be used in place of our regular “favorites” sheet that we share each year. Once teachers have completed it, PTO will email to families via MTK and make it public on our website.
- d) Dining with Dolphins
 - i) San Marcos – Calendar dates to come
 - ii) Empire Slice (Nichols Hills) – Calendar dates to come
- e) T-Shirts
 - i) Will have 3 cut off dates spread throughout the year to help accommodate everyone that may want a shirt.
 - ii) First cut-off date: September 17, 2020 (with estimated arrival: September 30, 2020)
 - iii) Distribution plans to come. (Charlotte waiting to hear back about the possibility of us doing a curb-side pickup at the school. Deidre and Charlotte are happy to help execute the delivery of the first round of shirts.)

IV. Financial Report:

Vicki Davarpanah presented Financial Report.

- a) Proposed Budget Recap - 1st Meeting of the year. Highlights mentioned below:



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Last Year’s Budget Carried into this Year.

- Color Run Incentives (\$1700)
- Update Dolphin Splash Games (\$1800) - Will continue to hold these funds for Spring
- Asphalt Painting to hopefully be completed before kids arrive back to school
- Teacher Appreciation Budget (Which was used by Allison Petty, the previous Teacher Appreciation Chair during the first week of school.)

This Year’s Budget Includes:

- Teacher’s Appreciation Budget \$4000
 - i. Returning Teacher: \$200
 - ii. Part-Time Teacher: \$100
 - iii. New Teacher: \$300
- b) Awaiting more direction from Mrs. White as far as what might be needed and where efforts should be concentrated as far as spending funds we raised from last year’s fundraisers.
- c) Financial Vote -Retro approval for S’mores software allotment (\$75) previously spent during back-to-school. S’mores Software will be used for Communication efforts by Mrs. White and other teachers/staff for newsletter distribution throughout the year. Motioned by Deidre, Seconded by Vicki Davarpanah. Approved unanimously. 10 of 10. Voted in at 7:58PM on September 8, 2020




2020/2021 JLD PTO PROPOSED BUDGET	
STARTING BALANCE: \$76,000	
EXPENSES:	
• COLOR RUN 2020 INCENTIVES	\$1700
• DOLPHIN SPLASH GAMES UPDATE	\$1800
• ROCK GARDEN SUPPLIES	\$300
• MONTHLY STEM ACTIVITIES	\$800
• DOLPHIN DOLLAR SODAS	\$500
• CLASSROOM REIMBURSEMENTS	\$7100
• CLASS REIMBURSEMENT CARRYOVER	\$1531
• ASPHALT PAINTING	\$10000
• 5 TH GRADE RECOGNITION 2021	\$500
• JLD PTO SCHOLARSHIP (2X\$500)	\$1000
• ADMIN COSTS	\$3000
• KIRKLAND SCHOLARSHIP	\$100
• PRINCIPAL/COUNSELOR BRUNCH	\$250
• PTO COUNCIL DUES	\$100
• SERVICE AWARDS	\$300
• TEACHER APPRECIATION	\$4000
• WALL OF FAME BANQUET	\$280
• BANK/CREDIT CARD FEES	\$1050
TOTAL:	\$34311

**Note: Financial Report was communicated verbally to the group. Vicki Davarpanah (being the dedicated board member she is) joined the live zoom meeting while driving in the car and pulled over to present the numbers. (Copy of proposed budget for the year is included for reference.)*



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II. Announcements

- a) There will be opportunities for volunteers this year, but many things are on hold while we navigate the school year through this first sprint of distance learning and try to find footing for what’s allowed at both the school and district level after we return to on-site learning. We still need an officer to serve as Secretary! Anyone interested?
- b) Download the Box Tops app to help our school get free money!
- c) Next Member Meeting – November 3rd.

III. Closing

- a) Drawing for gift card– Winner: Katie Harless. (Charlotte will make sure the gift card gets to Katie at the school.)
- b) Meeting Adjourned- 8:02PM on September 8, 2020




SUMMARY OF ACTIONABLE ITEMS

Action Items	Owner(s)	Deadline	Status
Signature of Official Standing Rules + published publicly in a location accessible to the members of our organization.	Anna, Charlotte, Michelle & Deidre	ASAP	Completed! (Digital Signatures applied and posted to the website under the documents tab.)
Deliver Gift Card to winner, Katie Harless.	Charlotte/Anna	ASAP	In Progress. (It’s for the Manhattan OKC. Disty Simpson may even be able to drop it off at the school. Presidents will follow up with him.)



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Complete the Bank Account Changes for this year's board.	Anna, Charlotte, Deidre, Vicki	ASAP	In Progress. (Deidre – make sure official wording needed is recorded in the minutes. Anna – can bring to the Banc First Branch to setup signature visits. Once all have visited, cards will be issued.)
Teacher Favorites info collection.	Katie Harless	October	In Progress.
Asphalt Painting	Mrs. White	ASAP/ October	In Progress. (Deidre has quote using Tyler Hand, which includes a US Map and dolphin template.) Weather and scheduling may delay execution if we don't meet with him soon to talk out and confirm design for each playground area. Mrs. White will need to take on the project from here.
Dining with Dolphins Date Confirmations	Disty and Presidents Anna & Charlotte	ASAP	In Progress. Once Dates confirmed with San Marcos & Empire Pizza, Facebook Event will be created with details, and the information shared in a newsletter.

- Notes Taken By: Michelle Hudson (VP) 9/8/2020
- Expanded on by Deidre Love Sullens (EO) 9/9/2020

