



# PTO Minutes

September 12, 2022

7301 Mize Road | Shawnee, KS 66227 | 913.441.0880 | [www.mizepto.com](http://www.mizepto.com)

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Attendees: Gerri Balthazor, Jessica Simecka, Hailee Schmidt, Monica Toepfer, Jill Reynolds, Emily Seaton, Amanda Philhour, Deanne Engstrom, Katie Studt, Angela Buzard, Amy Dill, Melinda Schinault, Kim Schieber, Erica Kokoruda, Jenny McCord

## **President's Report: Jessica Simecka**

- 2022-2023 PTO Committee & Roles can be found on the [PTO website](#).
- This year, the following sub-committees have been established for staff appreciation and family events.
  - Open roles:
    - Website Manager – Jessica Simecka is serving as interim until the role is filled
    - Vice president – Establishes support for the president and puts a succession plan in place.

## **Treasurer's Report: Deanne Engstrom**

- 2021-2022 Closing Financials were presented, and Deanne is working with the accountant on reconciliation and finalizing 2021 tax filings.
- 2022-2023 Budget was presented, voted, and approved with attendee signatures (attached).
- Notable updates and action items:
  - Jessica & Deanne to be added as officers on bank account.
  - Aquarium expense has been increasing. We are working with the vendor to identify ways to control the cost.
  - Mizeapalooza carnival expense increased to anticipate cost increase with new vendor.
  - Exploring alternatives to PayPal for accepting Hawk Walk donations.
  - Reserves are earmarked for the Greenhouse Project; a final budget needs to be established.

- PTO will add a line item for paper expense when printing flyers.

### **Principal's Report: Gerri Balthazor**

- Greenhouse Update
  - The location has been mapped out and Gerri will share the sketch used for the Community Giving Circle presentation.
  - The garden beds have been ordered. Tammi will provide the cost information. There is collaboration with C-tech to build handicap accessible beds.
  - Still need cost and timing for the concrete slab.
  - Need to get more bids for the Greenhouse itself, looking beyond Home Depot options.
  - Future steps: Add fencing to match courtyard. Plant fruit trees & edible landscape, add a sensory garden

### **Parent Proposal: Katie Studt**

- Presented the opportunity for Mize to host the children's book author, Marcie Colleen.
- School participation was discussed in the form of multi-grade assemblies as well as workshops with the older grades.
- The cost would be \$1,500 per day plus round-trip airfare from San Diego and a per diem.
  - With the 2022-23 budget just having been approved, there is no room in the current budget for this event.
    - Discussed splitting the cost with another school.
    - Also discussed considering a career-based event like this in the future if we find cost savings within other line items.
- This topic was tabled until a later date.

### **Committee Updates**

- Spirit Wear: Julie Suttles
  - Flyers were distributed + Facebook post on Sept. 12<sup>th</sup>.
  - Ordering is open today through Wednesday, Sept. 21st; anticipate delivery late-October or early-November.

- The decision was made to begin Spirit wear orders before start of school for 2023-2024 school year. This will allow for display at back-to-school night and potentially a longer ordering window.
- It was also proposed that we evaluate a secondhand sale for the Spring.
- Teacher Grants: Julie Suttles/Alana Avery
  - Accepting submissions until Monday, Oct. 3<sup>rd</sup>; will review in the October PTO meeting.
- Staff Appreciation: Amanda Philhour/Dana Ford
  - Q1 Conferences (Sept. 28th & 29<sup>th</sup>)
  - A sign-up genius will be distributed.
- Corp. Fundraising: Monica Toepfer
  - Papa Murphy's fundraiser is scheduled for Thursday, Sept. 22.
  - Skate City event is scheduled for Wednesday, Oct. 12<sup>th</sup>. Skate City can print the flyers for us or we can print ourselves. Gerri to follow up to determine if we can allow for Skate City to print.
  - Tall Trellis parents' night proposed for Fall. Additional research to be completed before final decision.
- Hawk Walk: Jill Reynolds
  - Date to be determined, may be moved to Spring.
- Philanthropy: Jennifer Mitchell
  - Starting the planning process for the Veteran's Day project. Working with Ms. Souders on next steps.
  - Connecting with Mrs. Graham on the toy drive for December and any other opportunities between now and then.
- Birthday Board: Kimberly Rosel
  - Signup for teacher birthday's will be distributed again this year
- Family Events: Kimberly Rosel – no updates at this time
- Gift Cards: Hailee Schmidt
  - Targeting to have orders in by Thanksgiving. Flyers will be distributed.
  - Box Tops – decision made to promote more heavily

- Website Manager: Jessica Simecka
  - Directory submissions open until Friday, Oct. 7th
- Graphic Design: Amanda Philhour – no updates
- School Supplies: Becky Henry
  - 140 orders, a ~19% increase from last year (118).
  - Estimated income is \$414-\$420. We will likely receive the income in October.
  - 2023 Commitment – decision made to continue next year
- Teacher Liaison: Alana Avery – no updates

*Next PTO meeting is scheduled for Monday, Oct. 10<sup>th</sup> at 6 pm, Mize Elementary School*