

# USPTO Board Meeting Minutes

August 25, 2022 7:00 PM

## ----- Agenda Topics -----

		<i>Time/Notes:</i>
<b>Call Meeting to Order</b>	<p><i>Determine Quorum ((5 voting members - according to bylaws, all members have voting rights at first 2 meetings)</i></p> <p><i>Attendees - Please sign-in on the sign-in sheet or on the chat feature; include your child(ren) teachers and advisors</i></p>	Called to meeting at 7:01pm
<b>Board Introductions</b>	<p>President- Erin Reynolds            Vice President - Jillian Klug            Treasurer - Jenni Williams            Secretary - Megan Marquez</p>	
<b>Review/Approve Minutes</b>	<p>from April 2022  <a href="https://docs.google.com/document/d/1yaQQkCwvnrFySA4NArc6l8csvKWkktbwdgLx_bvgtYU/edit">https://docs.google.com/document/d/1yaQQkCwvnrFySA4NArc6l8csvKWkktbwdgLx_bvgtYU/edit</a></p>	<p><i>Motion - Jenny Williams</i>  <i>Second - Rhonda</i></p>
<b>Review/Motion to Adopt Agenda</b>		<p><i>Any additions added at this time</i>  <i>Motion - Alisha</i>  <i>Second - Jillian Klug</i></p>
<p><b>Officer Report's</b></p> <ul style="list-style-type: none"> <li>• <b>President</b></li> <li>• <b>Vice President(s)</b></li> <li>• <b>Secretary</b></li> <li>• <b>Treasurer</b></li> </ul>	<p>Erin - Bylaws  <a href="https://docs.google.com/document/d/1jZ7kZkV_WnT-JLdKWSF7EUts3fHbrYX5c_csnwZeqG8/edit?usp=sharing">https://docs.google.com/document/d/1jZ7kZkV_WnT-JLdKWSF7EUts3fHbrYX5c_csnwZeqG8/edit?usp=sharing</a>            - Teacher Handbook  <a href="https://docs.google.com/document/d/1gOSaH279KjThOUzXWTAkx5hganbvKpPOIBhyh8/edit">https://docs.google.com/document/d/1gOSaH279KjThOUzXWTAkx5hganbvKpPOIBhyh8/edit</a>            Jillian - Stock the Staff Lounge            Megan - Teacher Participation Contest            1st - Nolke            2nd - Duran            3rd - Blackwell            Jenni -22-23 Budget  <a href="https://docs.google.com/spreadsheets/d/1_56rykgmEFJLK_vYE0B1GeaUZo5wyZK-/edit#gid=1247104853">https://docs.google.com/spreadsheets/d/1_56rykgmEFJLK_vYE0B1GeaUZo5wyZK-/edit#gid=1247104853</a></p>	<p>Actual budget for grants will be set after proceeds from the fall fundraiser; Parent asked how much rolled over on budget from last year - estimated at \$40K; Parent question about decrease in lower budget this year for Ice Cream Social - due to only giving out popsicles, not ice cream; Parent question about lowered budget for Teacher Appreciation - due to "learning curve" of individual boxed lunches, we will find a more economical source next year; Parent question about what happens to extra fundraising items - there is no excess as the Company only sends what is ordered, excess prizes from Spring Carnival were boxed and are being saved for next year; Fall fundraiser clarification - families work TOGETHER to earn little prizes and limo rides; Spring carnival - suggest extra bounce house and double the face painting; Parents are always welcome to collect direct donations rather than donate through the company (students do not get prizes this way); parent question about grants being reimbursed for purchases that were already purchased prior to grant window - Board believes expenses from this school year would be reviewed for possible reimbursement, Board will think this over</p> <p><i>Motion to Increase for Trunk-or-Treat</i>  <i>Motion-Jenny Williams</i>  <i>Second- Alisha</i></p> <p><i>Motion to Increase for Spring Carnival</i>  <i>Motion- Jenny Williams</i>  <i>Second- Alisha</i></p> <p><i>Budget Approval</i>  <i>Motion- Alisha</i>  <i>Second- Robin Duran</i></p>

<b>Teacher &amp; Admin Updates</b>	Floor open to any teacher/admin with updates	<p>Mrs. Folsom - was able to transform her classroom with money from PTO, especially basket auction; 1st grade is learning classroom routines</p> <p>Mrs. Nolke - all grades are starting off with beginning of the year testing</p> <p>Mr. Mazurana - reminder for the USPTO to submit paper facility requests to the office for the upcoming year; lunch is now scheduled for only one grade level at a time and this is working well; specials will start rotating on the 4-day schedule in October; 1st house Activity today - sorting was fun, especially for the fundraiser; Mr. Clark was honored today with an award from Ken Buck; HS sports are about to start and MS sports have started already; Admin representative will rotate at USPTO meetings</p>
<b>Fall Fundraiser</b>	<ul style="list-style-type: none"> <li>● Kickoff - Sept 7th</li> <li>● Due Date - Sept 20th</li> <li>● Delivery Day - Oct 20th</li> <li>● Limo Ride - Oct 21st</li> </ul>	See dialogue above
<b>Community Dialogue</b>	Floor open to anyone	See questions above
<b>Adjournment</b>		Adjourned at 8:14pm
<b>Next Meeting Date</b>	September 22 @ 7:00 pm	Will put question of retroactive grants on agenda