

Santa Maria Middle School PTO Meeting
Tuesday, November 28, 2023

Meeting began 4:27 pm

1. In Attendance:

Parents: Sean Feeny, Marcela Lopez, Nancy Moctezuma, Priscila Garcia, Carolina Torres, Myra Castillo, Sienna Vista, Bruce Olson, Anayeli Abreo

Teachers & Staff: Amelia Sanchez, Lory Banuelos, Don McClintock, Xavier Yanez, Lisa Padilla, Nicole Orton, Janice Irby, Johnson Appiah

- Email list at end of minutes.

2. What is the purpose of PTO?

-PTO sole purpose is to raise money to do things for our students. It was historically created in order to ease the process of fundraising and spending for student activities.

- Sunshine Committee was created to do things for the teachers since PTO is 100% for students.

3. Who are our PTO officers? What is the role of each officer?

- Current officers are:
 - President: Sean Feeney : Run Meetings
 - VP: Carolina Torres: Work With President
 - Treasurer: Lisa Padilla : keep books, run fundraisers, make deposits,
 - Secretary: Janice Irby: Keep notes, type and publish agendas and minutes

4. What systems are currently in place for the SMMS PTO?

-Snack Shack is run out of the Art room and is solely PTOs biggest fundraisers

- There are several smaller “accounts” within PTO that are used by various groups: Cheer, Band, Sunshine Committee, Office, Grade Levels, Sped, Art, WakeUp, Student Leadership, Technology. This process was approved by the school board several years ago.

- Any funds raised by a group are put into their “account”/ tab for their use later.

Discussion was had over why there are accounts and not one large pot for everyone.

- Explanation was that most sponsors would not want to fundraise if they felt the money they earned was going to be used by someone else and not be there for when their group needed it. This has happened in the past, and it lead to divisiveness. This process was approved by the board to help create cohesiveness and clarity.

- If someone wants to request funds they come to a meeting and ask or email Padilla and/ or Irby to ask. Once they have purchased, they give the invoice/receipt to Ms. Padilla and she logs the expenditure in the PTO Funds ledger and spreadsheet.

- If someone is making a deposit, they fill out a PTO deposit sheet and give the money and the sheet to Ms. Padilla who then deposits it. She also logs the deposit in the PTO Funds ledger and spreadsheet.
- Bank deposits are generally done once a week. As are Costco orders for Snack Shack.
- The money raised by Snack Shack sales is divided at the end of each year into 20% for each grade level, 20% to the specials team (includes band), 10% to the office and 10% to restock the shack and start the next year with.
- The PTO debit card currently has Ms. Padilla's name as well as "Santa Maria PTO" on it due to bank policy.
- If the debit card is needed by a staff/ PTO member it can be checked out by signing it out in the card ledger kept by Ms. Padilla.
- The Funds ledger and card are kept in Ms. Padilla's room for ease of use.

5. Who oversees the current systems in place?

- Any actions that require money handling is done by Mrs. Padilla.
- Any record keeping, social media, or communication is handled by Miss Irby.

6. What are current fundraisers in place sponsored by the PTO?

- Cheer sells the bulldog sweatshirts
- Band sells chocolate
- PTO runs the snack shack
- Sunshine Committee sells water and Propel
- Athletics sells sports shirts.
- Student Leadership sells spirit shirts

****7. New Procedures for handling PTO Cash**

- How will funds be collected? Who is allowed to collect/count cash?
 - Teachers will still be allowed to collect for PTO approved activities. Once money is collected, it will be put in the vault in a designated area. Each Monday from 8:30-8:45, two people will meet to count the money. One of them must be a parent. Ideally, the other should be the treasurer, but that is not mandatory.
 - Maricela, Nancy M, and Carolina volunteered to come in to count
- Who will be responsible for depositing?
 - Deposits will be taken to the bank by the treasurer.
- How will books be updated?
 - Funds binder will also be kept in the vault with the money. Books will be updated by the people counting the money each week.

****8. New Procedure for Requesting funds**

- Mrs. Padilla asked to be slowly phased out of the treasurer position after this year. When possible, she and Mrs. Bencomo will be removed from the PTO bank account.
- PTO form will be implemented next year for requests.

- For the remainder of this year, once Ms. Sanchez approves the use of funds, emails will be sent to the officers with the request for their approval and placement on the next meeting's agenda.

****9. Other discussions**

- Ms. Sanchez is looking into a previous rule that did not allow parents to volunteer/ work on campus without a fingerprint clearance card.
- Parents will set up a recruitment booth at future school events to help enlarge the membership.
- Ms. Abreo and Ms. Castillo volunteered to help sell snacks and drinks at sporting events. The calendar of games is on the website.
- Secretary will begin also sending out flyers for meetings as well as posting to social media.
- Students will be offered a free dress down if their parent attends the meeting.
- Secretary will create a PTO email group for those parents who attend to be kept up to date with requests and expenditures.
- The Snack Shack will be moved during the summer to be in the file room next to the technology hallway doors.
- The division of funds and status of accounts will be discussed again later in the year.

10. Monthly PTO Meetings

- Next meeting January 17th 4:30pm in the cafeteria.
- Meetings will be monthly after that.

11. New Business

- Mrs. Sanchez was approved for \$200 for pan dulce and hot chocolate for game night.
- PTO allocated \$75 To purchase an Amazon Fire tablet as a raffle prize to be offered at
 - Tickets will cost \$2 each or 3 for \$5
 - Any ticket purchase will earn a free dress down day for the students in that family.
 - Raffle tickets will be sold at parent events and then drawn at Game Night on December 20th.
- PTO also allocated \$150 for purchase of prizes/ gift cards for the Family Game Night on Dec. 20th. These cards/ prizes will be purchased by Carolina and Maricela (?)
- Mr. Yanez was authorized to use the PTO card to pay the chocolate company for his fundraiser.

12. Upcoming Events

- 12/6 Science Fair Night 5pm -6pm
- 12/13 Inviting Phx PD (Coffee with the Cops)
 - Carolina will be donating the coffee and donuts for the event
- 12/20 Family Game Night 5pm - 6pm

- 1/17/24 PTO meeting 4:30 SMMS Cafeteria
- Date TBD Si Se Puede presentation

Meeting adjourned at 6:19

Email list to follow

First name	Last name	Email	
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