



SEVENTH AVENUE SCHOOL PTO MEETING AGENDA

DATE: January 9, 2025, 7:00 p.m.

LOCATION: Seventh Avenue School, Library

- I. Call to Order & Introductions** (10 min, 7:00-7:10)
- II. Welcome and President's Report** (10 min, 7:10-7:20)
- III. Principal's Report** (5 min, 7:20-7:25)
- IV. Teacher's Report** (5 min, 7:25-7:30)
- V. Other Officer Reports** (25 min, 7:30-7:55)

A. Secretary

- *Action Item* – Review and approval of 11.14.2024 Minutes
- *Action Item* - Proposed Amendment to SASPTO Bylaws, regarding expense reimbursements:

8.04.1 A completed SASPTO Expense Form with receipts attached submitted to the Treasurer is required to receive reimbursement. A completed SASPTO Expense Form with invoice is required for a vendor check. Because the SASPTO is a tax-exempt organization, Members will ~~not be reimbursed for taxes paid~~ be urged to make any reimbursable purchases on a tax-free basis (e.g., providing retailer with proof of SASPTO Sales Tax exemption so as to not be charged sales tax), whenever possible. Except under special circumstances to be determined by the Board in its sole discretion, Members will not be reimbursed for taxes paid on any single purchase that exceeds \$200.00.

B. Treasurer

- Financial Report

C. First VP

- Dine & Donate results and other updates
- Fun Lunch 2/14, 4/11 – Updates and volunteer needs?

D. Ways & Means

- Auction 1/31/2025 - Updates and further planning

E. School Support

- Movie Night 1/10/2025

VI. Discussion Items / New Business, if not covered above

- Past Events
 - Holiday Classroom Parties
 - Teacher Holiday Lunch
- Upcoming
 - Movie Night
 - Auction – Jan. 31
 - March family event?

VII. Open Floor

VIII. Adjourn