

Andrew Jackson PTO Meeting Minutes

Location: AJS Library Date: September 2, 2025 Time: 4:45p

Meeting called to order by: Shawna Metoyer, President

Called to order 2nd by: Devan Shade, Secretary

Time: 4:49p

Attendance:

Devan Shade	Yolanda Burrell	Adrina Simmon
Natalie Holt	Ashley Tidwell	Becky Shanklin
Sarah Kennedy	Marisa Hough	Katherine Collier
Shawna Metoyer		

Virtual:

Julia Freeman	Shanee Driver	Taneka Brown
Latisha Jordan	Vanessa Johnson	

Administration:

Dr Mica Jones, AP	Dr Kate Finn, Principal
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Order of Business:

Administration Updates:

- MNPS is again a level 5 district – Andrew Jackson is also a level 5 school for the 2025-2026 school year. Dr Finn explained how levels are determined. Also considering doing cupcakes for teachers and staff.
- October 7th is a Professional Development (PD) day, no kids.
 - One of AJS support hub partners has offered to grill lunch for all of staff if the school can provide the food, drinks etc.
 - Dr Finn asked if we could do a Signup Genius and ask for parent help. Dr Finn to provide vegetarian option.
 - It was discussed sending Signup Genius 2 weeks prior with a reminder 1 week prior.

Landscaping:

Sarah Kennedy and Marisa Hough discussed the following updates needed

- Updating flowers in certain areas (front of school, around flagpole area and middle area around car rider lane)
- A tree in the middle area around the car rider lane is in bad shape
- School sign (sitting at OHB and Shute Lane) needs to be repainted
- Dr Finn asked if they would submit a plan, she would submit a ticket to MNPS

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Spirit Merchandise:

The question at hand was do we continue only presales.

- Katherine suggested to continue with presale (regular logo AJS shirts) but also order around 20 shirts in different kid's sizes to have on hand. Questions – are we going to do multiple colors?
- Devan suggested to keep doing presales on specialty items, like the new spirit day shirt the kids voted on or hoodies and long sleeve shirts
- Ali and Callie were not present so someone will get with them on pricing for bulk orders
- Suggestions were made of other items to have for sale (stickers, PJ pants, socks, water bottles, hats etc. Adrina mentioned looking at Chat GPT for other ideas
- Eagle Run shirt design – done by Ms. Floyd

Eagle Run: November 7 (rain date 14th)

- Kick off Pep Rally – October 9th
- Still need board members to assist with Committees
- Parking – Dr Finn mentioned a parent who works for the district has been able to set up buses to transport visitors this year vs PTO renting trolly's as we did last year. There is no charge outside of paying the bus drivers, this amount would be between \$350-370.
- Becky will reach out to Temple Church to see if we can use their parking lot again this year.
- Sponsor Letter – should be ready to send by 9/3/25
 - Katherine provided a list via GroupMe from 2024
 - Sponsors can now pay via PayPal Giving Account (free to PTO) each level will have a QR Code, which will also be posted on PTO website.
- Mentioned of in person solicitation – no commitment made
- Fitness Guests
 - Katherine provided a list via GroupMe from 2024
 - Sarah Kennedy mentioned reaching out to Kava (karate) and MTJ CrossFit
 - Vannessa Johnson mentioned if any YMCA instructors would be interested
 - Idea to create a letter for guests explaining what Eagle Run is, what they would be doing, the time they will spend and perks (lunch and free advertising)
- Planning meeting with Ms. Floyd
 - The meeting needs to be during her planning time 1245-145
 - Becky is available on Thursdays and Fridays

Financial Update:

- Shawana mentioned that the monthly reconciliation will be a month behind, August's will be provided at October meeting.
- IRS fine for filing taxes late, the amount \$3522.15, we have 9 weeks to appeal. Appeal must note a valid reason for the taxes being filed late. We have been advised that if we file our taxes again late, we could lose our 503c. Taxes should be filed by 12/15.
- Beginning account balance - \$87509.06 Ending account balance - \$84690.11
 - Deposits - \$835 Withdrawals - \$3669.04 (Teacher stipends \$2849.37)

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Spirit Nights:

- Chick-Fil-A we earned \$707.00 (Shawana picked up check 9/2/25) this was lower than last year.
- October – possibly Zaxby's (Natalie to check)
- Upcoming Spirit Nights
 - Papa Johns 9/4 (considering going away from monthly as the money is not there)
 - Old Hickory Pizza and Pub 9/23 (all day event, no code needed – 10% to PTO)

Teacher Appreciation:

- PD Days 10/7 and 12/2
 - 10/7 Dr Finn mention a support hub partner grilling if the school can provide food. PTO to send Signup Genius
 - 12/2 open for discussion
- Happy Cart is up and running – first run happened 8/29

Additional 2025 Fundraising:

- Shawana set up AJS Holiday Shop (Dec 15-17)
- PTO will get 20% of all sales
- PTO needs to decide on what bonus we want (5% additional in proceeds, \$200 in shop bucks or \$300 carnival kit) those at the meeting voted for \$200 shop bucks for our less fortunate kiddos. Agree to put it in a vote in GroupMe.

Committee Meetings:

- Start working on Bylaws, General Fundraising etc ...
- Communication will be sent soon based on the committee signed up for

Meeting called to adjourn: Shawna Metoyer, President

2nd called to adjourn by: Natalie Holt, Vice President

Time: 5:52p

Next meeting: Wednesday, October 8, 2025 at 4:45p