

Ulis Newton Elementary School



**PTA Meeting Minutes
General Meeting
August 14, 2025, 3:30 pm
Newton Elementary School**

I. Attendees

Board Members Present	Gina Topor	Jennifer Troutman	Laura Turner-Moss	J.R. Moss
	Shannon Johanneck	Robin Anderson	Rebecca Hickey	
Others Present	See Attendance Sheet Attached			
Virtual	Chelsea Bishop	Tiffany Finley		
Attendance Notes	-Board members approved non-members to attend the first meeting to better understand the PTA mission and goals. -Shannon Johanneck departed at 4:05 and was absent the remainder of the meeting			

II. Call to Order: Meeting called to order by Gina Topor at 3:37 pm.

III. Welcome

IV. Agenda was presented and adopted.

V. Officer Reports

A. President, Gina Topor

1. Gina Topor shared the status of 501C, explaining that the revocation last year was due to failing to submit tax forms for three consecutive years.
2. Gina Topor shared the status of the audit that started yesterday and reported that the audit results would be shared at the next meeting after it is completed. The audit was necessary, per Nevada PTA Treasurer.

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3. Gina Topor discussed the donations received thus far for various events, including staff breakfast
4. Gina Topor shared details of the Meet and Greet, gaining memberships.
5. Gina Topor discussed the mission, values, and goals for the PTA.
 - a) The mission and goals were shared on the screen.
 - b) Rebecca Hickey discussed the importance of family engagement and the hope to increase meaningful family engagement through volunteering, etc.
6. Gina Topor shared that volunteers will be needed for the Fall Fest, in addition to the high school student volunteers. Lauren Stacey reported that the high school students have been helpful when given specific responsibilities. Gaining additional trunks was discussed.

B. Vice Presidents

1. Jennifer Troutman (VP of Fundraising)
 - a) Jennifer Troutman discussed fundraising, highlighting the delineation between school and PTA fundraisers to minimize multiple fundraisers at one time.
 - b) Jennifer Troutman discussed the Scentsy fundraiser occurring in October.
 - c) Jennifer Troutman discussed the Scentco fundraiser in Spring, sharing that there are no upfront costs.
 - d) Shawna Yelton asked about the Holiday Shop in December that will be different from previous years. Gina Topor shared that the event will include a Maker's Market portion and PTA will purchase items to sell. Gina Topor stated the cost to the company for Santa Shop was approximately \$8,000, decreasing the profit for Newton. Additionally, the refund policy for broken items resulted in students having to keep broken items as gifts. The hope is to increase family engagement and minimize costs for the event, but keep the event as similar as possible. The Holiday Shop will occur the week that the choir performance is and PTA will ensure the Holiday Shop does not disrupt the stage for the performance.

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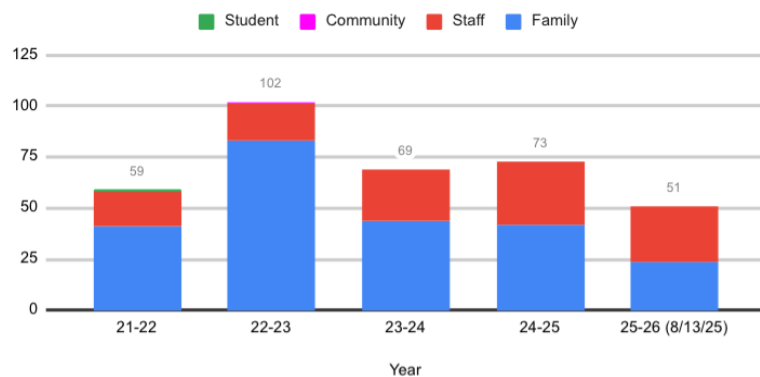
C. Treasurer, Robin Anderson

1. Robin Anderson presented the Treasurer report.
2. It was suggested to send a hardcopy flyer to families for the ongoing Smith's shopping fundraiser.

D. Secretary, Rebecca Hickey

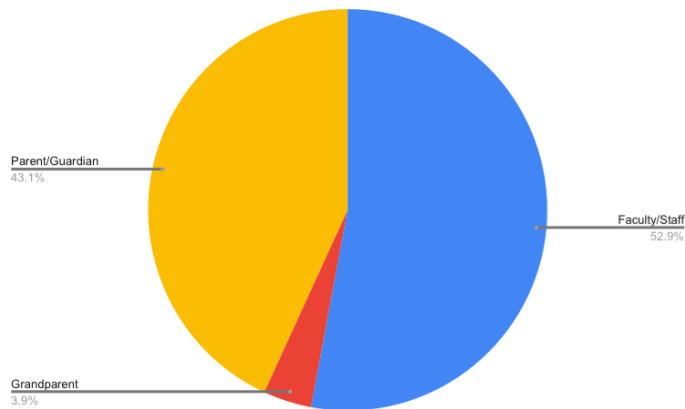
1. Rebecca Hickey discussed membership procedures.
 - a) Online Purchase: Rebecca Hickey shared that Givebacks is working on a technical issue with welcome letter and receipts not sent for online purchases. In the meantime, Rebecca will send the welcome letter to new members.
 - b) Manually-entered membership: Rebecca Hickey shared that she will have to individually send the welcome letter, as only a receipt is sent.
2. Rebecca Hickey shared multiyear membership data (as of 8/13/25)

PTA Membership Breakdown Across School Years



3. Rebecca Hickey discussed current year membership data (as of 8/13/25)

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VI. Approve minutes from last meetings:

- A. The May 2025 minutes were reviewed by attendees and approved.
- B. The 8/7/25 board meeting minutes were reviewed by attendees and approved.

VII. Announcements

- A. Books n' Burgers, Copper Cat Nooks & Aztec Burgers, 1570 W Horizon Ridge, 8/15/25 at 4:00-7:00 pm (POC: Gina Topor)
- B. One Hill Homecoming Parade, 9/5/25 at 7:00 pm
 - 1. More information will be gathered during a meeting that principal and Gina Topor will attend
 - 2. Volunteers needed

VIII. Adjournment: The meeting was adjourned at 4:18 pm.

Meeting minutes approved on (next meeting date)

Rebecca Hickey
Rebecca Hickey

Newton PTA Secretary

9/18/2025
Date