Baker-Butler Elementary School
PARENT TEACHER ORGANIZATION (PTO)

BAKER-BUTLER ELEMENTARY SCHOOL

PTO Board Meeting Minutes

August 5, 2026

Attendance

Present: Christine Garrett, Prince Afriyie, Tayler Prout, Laura Pascarella, Kayla Smith, Christina Ra, Kellie Keyser, Rachel Way, and Aileen Watchko.

1. Introductions

Board meet and greet potluck at a board member home.

New members and roles: Prince Afriyie (President), Christina Ra (Treasurer), Laura Pascarella (Vice President), and Rachel Way (Secretary).

Calendar and Upcoming Events

BBES Open House

- PTO table: Setup planned for 3:00 p.m. PTO merchandise will be sold, and an email sign-up for PTO newsletter. Staffing: Kellie Keyser (later), Tayler Prout (early), Rachel Way (early), and Christine Garrett. Tayler will charge the Square device on Friday. Merchandise pricing: Tayler and Rachel will prepare.

Broadway Bears flyers: Follow up with Ms. Owney. November show dates and rehearsal dates have been set.
Staff lunch: Tuesday, August 11, 11:00 a.m.–1:00 p.m.; Aileen, Tayler, Laura, and Christine will help.
Chalk the Walk: Tuesday, August 11, at 4:30 p.m.; Tayler and Laura will help. Chalk is in the PTO room.

- Welcome post for the new principal and assistant principal will be prepared.
- Back-to-school checklist: Print sheets for distribution at Monday's Open House.
- Spirit wear: Early sales will run through mid-September, with order sheets printed Monday. A possible holiday order is planned for mid-October to mid-November. In January, the PTO may open an online store featuring current inventory.
- Bear at Dismissal: Rachel Way confirmed for August 21 date.
- Bear at SWMM: Possible appearance on August 28; to be confirmed.

Calendar events reviewed: Multicultural Night on September 18 (PTO to help with food setup); Monster Mash on October 9; clubs begin Tuesdays starting October 20; Election Bake Sale drop-off November 2 and sale November 3 (Kellie can help); Walk-A-Thon November 9, with November 10 as the rain date.

Calendar magnet: Sponsorship is in progress and dates are being finalized.

3. PTO Meeting Schedule

Board meetings will be virtual, with some flexibility. Dates listed: September 14, October 19, and March 29.

A board social with children is planned for late winter/early spring, tentatively February 22 at Tayler's house.

General PTO meeting: September 1, immediately after Back to School Night. Childcare, pizza, and Junior National Honor Society volunteers were raised as possibilities.

General PTO meetings: Need to confirm dates for school-wide calendar

4. Committees and Communications

Committee assignments are not final, and additional volunteers will be needed. New ACPS volunteer reqs.

PTO Newsletter: Kellie Keyser will handle the newsletter; the board decided to include a family photo with a bio.

Facebook and Instagram: Aileen Watchko and Christine Garrett.

Website: Christine Garrett and Shepard (Christine's husband).

The board liked the idea of a PTO QR-code sticker for take-home folders.

The ACPS and sing up genius volunteer sites should be linkable from the PTO website. Suggested website additions included the budget and link for BBES dismissal change form.

5. Budget and Financial Planning

The treasurer and co-president will arrange a bank meeting.

The board will meet with the previous treasurer to review budget matters.

The board agreed it was comfortable keeping Aileen Watchko on the account for hospitality.

The board discussed defining enrichment activities, which could include field trips or in-school experiences such as speakers or events.

Items requiring further discussion included enrichment funding, the fifth-grade trip (including whether to provide T-shirts), possible use of shirts John (principal) is providing, and incentives for fundraising goals for the Walk-A-Thon or Read-A-Thon.

Discussing amount to provide this year for Classroom teachers: $250; specials teachers: $150.

6. Fundraising and Sponsorships

Ideas included spirit nights and event sponsors throughout the year.

Monster Mash: Seek pumpkin donations and monetary sponsorships. Snack sales raise PTO funds.

Walk-A-Thon: Discussed sponsors and event setup improvements with bubble machine, arch, and T-shirts.

Glow Dance discussed as a winter event.

Dairy Queen may be approached about supporting Spring Fest and other activities.

Hospitality events: Seek donated gifts, snacks, or full lunch catering.

Read-A-Thon during the Book Fair: Christina Ra will research possible platforms. Potential sponsorship with Nothing Bundt Cakes raised.

Bingo Night: Discussed as a possible winter/January event; the board will consider it and decide later.

Action Items

- **Tayler Prout:** Charge the Square device on Friday before Open House.
- **Tayler Prout and Rachel Way:** Prepare a PTO merchandise pricing sheet.
- **PTO team:** Follow up with Ms. Owney about Broadway Bears flyers.
- **PTO team:** Print back-to-school checklist sheets for Open House.
- **Rachel Way:** Coordinate the Bear at Dismissal item for August 21.
- **Board:** Confirm whether the Bear at SWMM appearance will occur August 28.
- **Treasurer and co-president:** Arrange a bank meeting.
- **Board / treasurer:** Meet with the previous treasurer to review the budget and finalize further school year.
- **Christina Ra:** Research Read-A-Thon platforms and check on a possible Nothing Bundt Cakes partnership.
- **Communications / website team:** Explore adding a PTO QR-code sticker to take-home folders, linking the volunteer site, and including the budget on the website.
- **Board:** Continue finalizing calendar-magnet sponsorship and dates; consider Bingo Night and other sponsorship opportunities.

Adjournment