Symmes Elementary PTO - Board Meeting Agenda (Minutes)

[10.9.2025] • [6pm] • [Symmes Elementary]

1. Welcome & Call to Order

- 2025-26 PTO Mission Statement - *A united PTO that communicates clearly, welcomes every family, supports every child, and builds community through fun, inclusion, and respect. We work together to support teachers, grow volunteers, meet financial goals, and make Symmes Elementary a place where all kids thrive.*

2. Building & Administration – Principal's Updates

- Collaboration with PTO (reviewing option to purchase sensory pathways)
- Playground Improvements - inclusive and accessible equipment options
- Teacher & Academic Updates - (PTO Teacher Rep)

3. Treasurer & Financial Updates

- Notices & Procedural Updates
  - Process improvements - purchasing, reimbursements, and budget reforecasting
- Budget Updates
  - 2025 Approved PTO Operating Budget $81,303
  - Revenue and expenses lines to date are typical and on target (see exception below)
    - One notable nuance - is an overage of PBIS Shirts- $1,574.00 - resolution suggested is to request quotes from multiple vendors to find a better rate for future purchases. Suggestions for vendors asked of community - email sypto-treasurer@sycamoreschools.org
- 2025 Banking Account Balance as of 10.2.2025
  - ***$13,573.41***

4. New/Immediate Business

- Calendar updates - see PTO calendar in child's backpack and on weekly building Smore.
- Working towards legacy building - interest in joining the PTO Board next year? Please contact sypto@sycamoreschools.org (PTO Board is reviewing interest in current year co-president opportunity)

5. Upcoming Events (Quick review of calendar highlights)

- Grandfriends Day - PTO providing financial support $300 estimated
- Conferences - PTO will support teacher elongated days with dinners
- Dodgeball - Kickoff will be October 20 - campaign begins October 22.
  - Monday, Wednesday, and Friday will be prize delivery days
  - Monday, Oct 27th will be the first day that prizes will be awarded
  - PreK Event November 6 (am and pm session)
  - K-4 Event November 7 (times to be shared by teachers soon)
- Halloween Parade (school event)- 10am - October 31

5. Old/Completed Business - Summary of PTO Programs and Expenditures (Past Two Months)

- Kindergarten & New Family Events and Meet & Greet
- Teacher Welcome Back Breakfast
- Family Welcome Back Coffee
- Room Parent Meeting & Launch
- Family Movie Night
- Beehive Market (PBIS Student Rewards) Kickoff (program continues through the year)
- PBIS Shirts (PTO pays for student, teacher, and staff shirts)
- Flower/Mum Sale & Delivery Day - Fundraiser
- Symmes Spotlight Kickoff (program continues throughout the year)
- Symmes Steppers Kickoff (program continues through fall and resumes in spring)
- Student Hearing & Visions Screening
- Donuts with Grown Ups - thank you to Katie Bischel
- 4 Community Partnership - Cooks Night Off Events
- Coordination of a variety of volunteer opportunities for Symmes

6. Academic & Testing Updates - Building Leadership Presentation

7. Adjourn

- Confirm next meeting date/time for Board events

○ General PTO Meeting - January 15,, 2026 6-7:30 pm
