M-S PTO General Meeting

August 14, 2025, 6:30pm

Middletown Prairie Elementary School

1. Call to Order/Introductions
    a. Call to order at 6:31pm

2. Executive Committee Reports — Discussion
    a. President
        i. Briks Social Mixer and Volunteer Appreciation
        ii. Thanks to Executive Committee
    b. Vice President
    c. Treasurer
        i. Financial Report
        ii. Moved to quick books to assist with growing financials

            Andrea gave explanation of her amazing financial reports

3. Budget — *Action*
    a. Approval of Budget for 25-26

    Discussing difference between MPE vs. LT with Dawg Walk expenses

    Reading incentive at MPE vs. LT, author visits

    Potential of renting a bounce house for MPE DW celebration

    Motion passes for new 25-26 budget

4. Principal/Staff Reports — *Discussion*
    a. MPE
        i. 2 teachers at MPE for sign up for pto meetings
        ii. Playground update: all installed, waiting on turf, where orange fence is, there will be turf in place and students are extremely eager to get to play on the new items
        iii. Feedback from teachers: the calendars are a hit across all staff, loving the cups, love the calendars pre-loaded with dates
    b. LT
        i. Large playground installation, should be finished by tomorrow
        ii. More accessible things on the structures

iii. Going to demo a few more things due to safety risk, zipline is coming down but good news is there will be other structures for phase 2
iv. Waiting on playground installation to finish before moving wheelchair swing onto playground and a fence will be added
v. Thinking of tiles to spell out on fencing with custom
vi. Kids are doing great moving around the construction area, code issues with the surface will need pea gravel or wood chips to get up to code
vii. Hot chocolate friday's: get birthday's picked up there so there is more students caught for birthday books
viii. Calendars were a big hit

5. Overview of Committee Expectations *Discussion*
    a. Communications (OPEN)
    Lead a team to facilitate communications between the PTO, schools, & families in our district. The communications committee is responsible for publishing a monthly PTO newsletter, managing the PTO social media account and website.
    b. MPE & LT Book Fairs Liz Kelm (LT) & Melissa Daley (MPE) (Co-Chairs for LT & MPE OPEN)
    Chair and Co-Chair co-lead the book fair, held twice a year in October and March. Includes preparing book fair materials, communications with staff about book fair specifics, scheduling class previews, sales, and volunteer needs, and planning with the book fair committee.
    Book Fair Dates: October 20-23 and March 9-12
    c. Staff Appreciation (OPEN)
    Coordinate ways to show our appreciation for staff of the schools throughout the year.
    d. STEM (OPEN)
    Lead a team of parents and teachers to incorporate supplemental Science, Technology, Engineering & Math related programs or experiences in the schools.
    e. Spirit and Swag (OPEN)
    Lead a team to select a vendor, designs, and spirit swag items. The spirit committee coordinates sales of spirit items online and at PTO events and helps to distribute items as needed.
    f. HANDS (Leslie Stoecker and One OPEN)
    Help organize this one-day event for Lincoln Trail students where they explore countries/cultures in their school, turning it into a "virtual globe"

g. MPE & LT Family Events (OPEN)
   Lead a team of parents and principals to facilitate fun social and/or educational events (ex. Glow Bingo, Movie Night, etc) throughout the year for each school's students and their families.
h. Volunteer Coordinator (OPEN)
   Create and manage online sign-ups for various PTO and school events or needs. Work with the communications committee and grade coordinators to advertise sign-up links. Recruit additional volunteers as needed.
i. Grade Coordinator Staci Rudzinski (K), Staci Rudzinski (1st), OPEN (2nd), Regan Lewis (3rd), Liz Powell (4th), Staci Rudzinski (5th)
   Provide grade specific communications to parents and staff from the PTO. Share PTO communications and volunteer needs to grade level parents groups on social media. Work with the building executive to provide support for school-specific PTO events.
j. School Executive (LT & MPE OPEN)
   Serve as the school's liaison between PTO, teachers, and administration. Help with general oversight of committees and events pertaining to school with volunteer support as needed. Be responsible for communication between grade coordinators and teachers throughout the year. Communicate school needs to the Executive Board and parents as needed.

6. School Supply Kits *Discussion*
   a. Delivered
   b. Sales were a little lower than years past
      i. MPE: 155 this year v. 175 in 2024
      ii. LT: 174 this year v. 198 in 2024

7. Back to School Nights – August 11th (LT) and 12th (MPE) *Discussion*
   a. Had Back to School Swag Sales
      i. Took only cash or check on night of, but will open store online within the next week
      ii. Made $567 from these sales
      iii. Very positive feedback from families
      iv. At MPE nice to have PTO table at entry, good visibility

ACTION: SHARE NEW FACEBOOK QR CODE ON OLD FACEBOOK PAGE

8. PTO Volunteer Sign-up *Discussion*

a. Working on building up our volunteer email list
b. Work on recruiting volunteers for committees

9. Picture Day- Melissa *Discussion*

   4 volunteers to assist with picture day @ MPE & LT - create signup

10. Dawg Walk *Discussion*
    a. Sponsorship Update
        i. Current total: $10,200
        ii. Special Thank you to Andrea, Melissa, and Heather for a lot of reaching out personally
    b. T-shirts
        i. Quotes
            1. *Solid Color Regular Cotton S/S T-Shirts; 2 Color Front/1 Color Back - $5.75 each Youth and Adult S-XL sizes; $6.90 each XXL sizes; $7.90 each XXXL, XXXXL sizes*
        ii. Colors
            1. Staff: blue
            2. Students: orange
            3. Public: grey
                a. Public will be able to place an order through Zeffy
            4. Design:



        iii. ACTION: T-shirt sizes gathered from registration information, need to gather the sizes and amounts of sizes needed
        iv. ACTION: Create volunteer link to assist with t-shirt sorting and distributing

    c. Website

i. 99 Pledges
ii. ACTION: Get student names & parents emails by Tuesday, August 19th from Secretaries

d. Collection Envelopes
i. Premier Print Group
ii. Will be delivered to teacher mailboxes on August 21st (OUR GOAL) or 22nd
iii. Will be delivered on September 19th
iv. Dawg Walk kickoff on August 25th
v. Envelopes due on Sept. 8th
vi. Money Counting Day on Sept. 10th
Liz Kelm, Melissa Daley, Heather Crump

e. Prizes

Level	Prize
$0-$49	Dawg Walk T-shirt
$50-$99	Gloves
$100-$149	Choice of: Soccer Ball, Baseball, or Journal
$150-$249	Aluminum Water Bottle
$250+	Embroidered Bulldog Sweatshirt
Messy Dawgs Per Grade: Top earner & random students	Pie the Principals
Lead Dawgs Per school: Top 5 earners & 5 random students	Kickball game vs. Principals + special staff (Custodians? Office Admin? Support staff? Etc)
Top Dawgs Top Earner at each school	Principal for a day with lunch
Dawg Pack Top Class at each school by % participation	Glow Party (can have multiple parties if ties)

f. Kick-Off
i. Social Media, Email to Parents
ii. Teachers: emails and presentation to present to students

g. Celebrations
i. MPE celebration: September 26th?
1. Schedule: (last year's schedule – changes?)

	2nd Grade	1st Grade	Kindergarten

Walk *Around building*	8:30-8:50	9:30-9:50	*10:45-11:05*
Dance Party/Popsicles *on playground*	8:50-9:20	9:50-10:20	*11:05-11:35*
Return to Classroom	9:20	10:20	11:35
1:30PM Live stream Pie the Principals on Bulldog TV			

2. Dance Party
    a. Matt Difanis
3. Volunteers:
    a. 5 people to pass out popsicles

4. Items to purchase
    a. Popsicles
    b. Pie materials
    c. Other?
5. Other Event Ideas
    a. Bounce house rented?
    b. Athletes from parkland and u of i baseball team
    c. Additional playground activities for MPE - easier to control
    d. Student Council?
    e. Leslie Radice - arrange visit from Illinois/Parkland athletes

ii. LT celebration: October 10th?

1. Schedule (last year's schedule – changes?)

	4th Grade	3rd Grade	5th Grade
Walk *Around Jr High track*	8:30-9:00	9:40-10:10	10:50-11:20
Dance Party/Popsicles *On field at Jr High track*	9:00-9:20	10:10-10:30	11:20-11:40
Return to School	9:20	10:30	11:40
1:30 PM Live stream Pic the Principals on Bulldog TV			

2. Arch at LT as students leave the building
3. Dance Party
    a. Matt Difanis
4. Volunteers
    a. Crossing guards: 2
    b. Keep kids out of the street: 2

c. Pass out popsicles: 5

5. Items to purchase:
    a. Popsicles – bought
    b. Trash cans – have some in storage shed
    c. Pie materials
    d. Anything else?
6. Obtain Special Events Permit
7. Contact Nathan Mills for track usage
8. Contact for gator for students with special needs for transportation
    a. Dave Keist- Director of Grounds District

11. Other Items *Discussion*
    a. MPE Reading Incentive
        i. How will we handle this? In need of a volunteer to call sponsors for items to be donated

        Tracy will be taking inventory of remaining items while we look into additional donations
    b. Staff welcome gift – calendars, cups, cookies, and countless thanks

12. Welcome Bags Discussion
    a. Need to prepare bags – will deliver to MPE and LT soon
    b. How many new to district students?

    ACTION: prepare bags for both schools

    ACTION: order additional t-shirts and give supply to both schools

13. Announcements
    a. Next PTO General Meeting: September 11th at 6:30pm
    b. Parent Square Creations

14. Adjourn

    7:54pm