

PTO MEETING NOTES

Date:	Tuesday, September 9th, 2025
Time:	6:15-7:15pm
Location:	Media Center
Meeting Minutes:	Start 6:15
Call to order time:	6:15pm
Meeting Adjournment time:	7:17pm
Next meeting date and time:	Tuesday, October 6th 2025 6:30 pm

Attendance - delete if absent

Officers Present:	Katie Clark - President Beth Halbert- Vice President Kelly Woods - Secretary Tina Self- Treasurer - Beth Anderson- Principal
Other attendees:	Heidi Liesch - heidi.liesch1@gmail.com Cara Ford - cara.b.ford@gmail.com Ebtehal Bahnasy - ebtehal.ahmed.bahnasy@gmail.com Samantha Moench - Sara DeVries - Saraadevries@gmail.com

Intent

This meeting provides an opportunity for collaboration between parents, teachers, and staff in order to provide a meaningful experience for students.

Reports of Officers

1. President
 - a. Welcome and Introductions -
 - i. Tshirt order submitted - waiting on it to be delivered.
 - ii. Volunteers to sign up to help sort T-shirts at JFK.
2. Treasurer
 - a. Bank Balance
 - b. Budget Update
3. Principal
 - a. Ask Principal Anderson
 - i. Students 615 total - ended last year with 639. 4 sections of every grade level.
 1. K - 80, 1-92 2-103 3-122, 4-111 5-107 students
4. Vice President
5. Secretary

Committee Reports

1. 6:22-6:45 Fun Run- Samantha Moench
 - a. Big fundraiser of the year
 - b. Sept 26th during the school day- grade levels assigned times and parents can come watch
 - i. Registration stickers ordered
 - ii. Kick off on Friday
 - iii. Online system and envelope.
 - iv. Purchased (previously) trinkets
 - v. Beth Anderson can get duct taped to a wall -
 - vi. We ordered more signs for fun run.
 - vii. Top prizes for students
 1. First place
 - a. Bowlero - 5 people
 - b. Grand slam VIP 2 passes
 - c. Big air 4 passes
 2. Second place
 - a. Bowlero - 5 guests
 - b. Big air - 5 guests
 3. Third place
 - a. Big air 2 passes
 - b. Dairy delite \$40 gift card
 - viii. Sign up genius for the day of for volunteers to help
 1. Follow up with companies at the end of the year and or in the summer
 - ix. Playlist for music -
 - x. Bubble start
 - xi. Tug of war
 - xii. Johnny pops - sending coupons
 - xiii. Sub for the gym teachers for the day
 - xiv. Sign up genius - made already

Updates / Summary from previous meeting / Follow ups

Beth Halbert will be putting in her resignation from the PTO Vice President. We will need to remove her from the bank account asap. Kelly Woods to be added.

Square app -
PTO Parent square group

Budget Updates:

Unfinished Business / New Business

1. **Annual Forms and 990EZ forms**
 - a. 2020/2021/2022 need to be completed
2. **New Events This Year**
 - a. Fall Fest - october 24th - free costume even - candy war (grade levels competing for candy donations to then use for trick or treat
 - b. Winter Dance -
 - c. Bingo Night -
 - d. JFK County Fair (previously family fun night) - May 8th

3. Field Trips

- a. Kindergarten -
 - i. Apple orchard on Sept 19th get to ride the bus \$5 per person
 - ii. Como zoo in the spring

4. Sponsorship Nights

- a. Big Air
- b. Chuck E Cheese

5. Chair Committees-OPEN

- a. Winter Dance
- b. JFK County Fair -
- c. Activity Day
- d. Bingo Night- Kelly

6. Upcoming Calendar Events

- a. Fun Run 9/26/2025
- b. Culver's Day 9/30/25
- c. Custodial Appreciation 10/2/2025
- d. Book Fair 10/6/2025-10/14/2025
- e. Conferences 10/8/2025, 10/9/2025, 10/14/2025
- f. Fall Fest 10/24/2025

Stem Night moved to April 16th

Proposals / new ideas:

treats / drinks at meetings?
Signs for entrance

Jersey Mikes - Sat 50%

Sing up genius vs Square app ?

Voting items:

Nothing voted on at this meeting

School Updates or Needs:

Had a successful kindergarten night - 65 kids
Donuts, coffee, root beer floats and welcome baskets already completed by PTO

Announcements:

Upcoming Events/meetings:
Next meeting is Tuesday, October 6th 2025 6:30 pm in the Media Center.

Important dates/ deadlines

Action Items

Task	Responsible Person	Due Date
------	--------------------	----------

Sign up genius for day of volunteers -send out on friday		Friday
Send out sign up genius - QR codes for curriculum night tables		
Custodial appreciation - before the next meeting		