

PTO Meeting Notes 09 October 2025

Color Run/Glow Dance/Morning Treats Lessons Learned

- Donations

- Erica Johnson stated community sponsorship donations were down from the community. Discussed this could be due to a past representative who left and used to spend time connecting with the business owners. Are personal connections with businesses down?
- Erin Halkin apologized for the PTO not helping this year and stated they would for next year.
- Cari McBurney requested the discussion with the PTO start in late Jul / August to accomplish.
- Cari also recommended more detail on flyers/communication. Just stating "field trips" was perhaps not motivating all businesses.
- Erin thanked Cari for her work in reaching out to Alpine Valley to receive the donation of juice and pastries for teachers the morning after the event.
 - Cari suggested using Alpine Valley and other venues throughout East Troy for activities as a donation to advertise their spaces.
 - Cathy Nichols recommended using it for the 8th grade dance.

- Volunteers

- Erica commented that they had enough volunteers, but mostly teachers.
- Sydney Feenstra requested more help from parents for setup and takedown/cleanup.
- Cari acknowledged the need for a Parent Volunteer Table or Post to help guide parents to volunteer positions and Cathy said that was already on her list of to-dos.

- Jessie Smith commented that event volunteer shirts/stickers/vests would have also helped for visibility.
- Erin requested all sign-ups (teachers and parents) be done in SignUp Genius and more detailed. All agreed.
- Erica recommended rotating positions after a certain timeframe.
- Parent Volunteer Kira felt three people for concessions was a perfect amount and would have struggled to fit a fourth person. All agreed.
- Parents and staff commented how well the dance went - great job ETMS!!!

Next Events:

- Oct 16th - Conference Night Teacher Meals

- Adam Trindl provided background on past years.
- Adam suggested that ETMS could provide the main meal item and the PTO could request some donations from parents. Erin/Cari agreed and planned to set up a SignUp Genius for drinks, sides, desserts and paper products.

- Oct 20th - School Board Meeting

- Erin stated she will attend to introduce the ETMS TO to the School Board and to say a public thank you to Alpine Valley and Parents that volunteered for the Color Run/Glow Dance and the Conference Night meals.

- Oct 21st - PBIS Student Team Building Camp Wonderland in Salem, WI.

- Trimester Field trips are changing.
- No help requested from PTO at this time.

- PJ Winter Dance?

- Sydney stated the Student Council has discussed. No movement yet.
- Erin requested Sydney keep the PTO in the loop of all Student Council activities and where the PTO can help.

- Jan 26th - Book Fair

- Cari connected Cathy Nichols with Kira to work through the Book Fair together. Kira has previous experience with elementary school book fairs.
- Start of Book Fair Committee.
- Kira discussed how Sammy's had purchased books for PV and LP. Discussion occurred on whether this would be possible for ETMS or another option (Ex: Book Fair Coupons, pre-request, # of pre-purchased books available).

- Jan 29th - Conference Night Teacher Meals

- Someone suggested asking businesses for donations.

- TBD late Feb/early Mar - Super Dee Duper Night

- TBD Jun - 8th Grade Dance

- TBD - Bags Tournament

- Jessie suggested that the PTO could take this event over and use it as a fundraiser.
- After discussion, PTO and ETMS would coordinate together and split proceeds. All agreed.
- Erin requested a full list of activities planned for future planning and to see where holding the tournament would work best.
- Could charge admission or be by donation. Concessions.

Reoccurring Meeting Times

- After discussion, the second Tuesday of the month at 6pm was agreed upon by all.
- Will continue virtual dial in as long as it is being used. In-person is always better!
- Cari will send out a reminder via Parent Square the day before/morning of the meeting.
- Next meeting: 11 Nov @ 6pm

ETMS PTO Election

- ETMS Officer Positions

- Erin stated she is helping the Elementary PTO with writing Bylaws in order to have the ETMS PTO recognized as a chapter as well as update the position descriptions.
Position descriptions would also be used by the ETMS PTO.
- Once position description updates are completed, ETMS PTO needs to hold an election soon to provide the group with clear leadership, communication and financial support separate from the Elementary PTO.
- Erin emphasized the Elementary PTO's request for an ETMS Treasurer in order to keep the finances separate between the two.

- Nominations & Election

- Erin requested 3-5 people volunteer as the Nominating Committee.
 - Cari, Erin, Carla and Adam volunteered.
 - Committee will work out details on how to nominate and elect officers.
- Erin stressed the need to get this completed ASAP.

PTO Shirts

- Cari recommended tabling until we had a budget. All agreed.

Fundraisers

- Many fundraisers discussed - Elegant Farmer Pies, Kiwi Trip Car Wash, Culver's Night, DunkTank, Email Blast, Gift wrapping, Black Friday baby-sitting, Texas Roadhouse Biscuits, etc..
- Cari recommends tabling until a board was elected. All agreed.

PTO Storage Space

- Erin requested to Adam a space for the PTO to store things at ETMS. Adam replied he would work on finding an area and let us know.

Erin reminded all of the items discussed and concluded the meeting.