

Fairview Elementary School PTO Agenda

Monday, September 14, 2026

In attendance:

Kelly Votolato

Julie Hood

Katie McAninch

Aaron Biggs

Ilana Stonebraker

Erin Toney

Kelsey Pearson

Eli Konwest (compiled the minutes)

Leslie Abshier

Kristin Norris

Lisa Schlegel

Pia Martin

Kate Miller

Dalyan James

Kim Simic

Kim Osborn

Lee Crigler

Lisa Greathouse

1. Principal / Assistant Principal Welcome
2. President's Update
 - a. Welcome back for the 26/27 school year
 - b. Intro any new attendees
 - c. Principal / President visitor intros
 - i. Principal - Hoosier Chess Club - Ben Foley
 - Sponsored by the PTO but is a completely free program for school
 - Will start on the 15th
 - Ben Foley runs the Chess club for other schools
 - Will PTO pay the stipend for the teacher supervisor?
 - ii. Julie Hood and Kelsey Pearson will run Running Club in the Spring
 - Boys & Girls club might be able to provide shoes
 - Build it into the MCCSC race which is last Sat in April
 - ii. Walk (& Roll) to School Day - Lisa Greathouse – Wed Oct 7th
 - MCCSC Health & Wellness coordinator – physical, mental health, safety
 - Walk & Roll to school promoting activity and safety
 - Can do 'drop and walk' location like Butler Park
 - Incentivize students who are participating
 - Lisa can help lead coordination including getting volunteers, locating drop-site, marketing, etc. Erin and Lisa G will join volunteer team
 - Idea – drop-site at the Farm Stop
3. Treasurer Reports (Kristin Norris, PTO Treasurer)
 - a. Highlight 25/26 school year

- Big increase in bank account balance due to increase in parent/teacher involvement
 - Read-a-thon, asking for donations, Dine & Donates
 - Encouraging people to do the passive fund raisers like Kroger and Pizza X
 - Should we do a high-yield saving accounts?
 - Priority for big purchases – ideas include sound equipment and sound proofing for the gymnasium
4. Review YTD financials
- Encouraging people to do the passive fund raisers
 - Should we do a high-yield saving accounts or other passive option for banking beyond checking account ?
- a. PTO Budget/Wishlist review
- Priority for big purchases ideas sound equipment and sound proofing for the gymnasium
- b. Review Volunteer Spending policy
- Make sure to attach the notes from Kristin
 - Kristin asks for someone to consider joining her on the fiscal volunteer team because her kid is in 6th grade
4. President's Update #2
- a. Review 26/27 PTO event calendar dates/times
- ii. Trunk or Treat – 16-20 trunks
 - Sponsors \$100/trunk
 - Pizza X pizzas
 - 100% free for Fairview communities
- b. Title 1 event and the trunks are
- Holiday Store – the December PTO meeting doubles as set-up for the store
 - Will need people to help volunteer during the day
- c. Post Event Feedback (What went well? Not so great? Suggestions for next year/future?)
- d. Staff Survey for future suggestions
5. Vice President's Update a. Event Leads / Committee Review
6. Other Notes
- a. Holiday cards – making year-round cards for sale at several events and we can sell them round
- b. Teacher Appreciation Week – moved earlier in the year to maximize donations and volunteer time
- c. Need volunteers for Read-a-Thon – 2 years ago the students earned the Wildcat mascot
- d. Will need volunteers to help coordinate the Carnival
- e. Will also need assistance with social media and website maintenance (Eli's last year this year)
- f. Lisa S. request for Wildcat Staff Leaders – can PTO provide \$5 a week for them? The staff member will be included in weekly photo and parade. Eli suggests \$10 gift card. Split the costs with Hopscotch - motion passes.
- g. Does PTO fund any employee wellness initiatives – Lisa says the school has funded that in the past

h. Things not on the food list can also happen if someone wants to take initiative! Things can include teacher appreciate like a teacher order and drop-off.

- Pie-bar

i. PTO partners that can help when they can

- Read-A-Thon: Julie H / _____ / _____
- Carnival: Eli / Lisa / Kate
- Spring / Holiday Cards: Erin
- Dine & Donates: Brandon
- Teacher Appreciation Week: Aaron / Leslie / Julie H
- Trunk or Treat: Lynzy / Aaron / Lisa S.
- Holiday Store: Wege / Kim S. / Aaron
- Fundraising: _____ / _____ / Aaron
- Volunteers: _____ / _____ - Coordinating volunteers for events and also volunteers who can come in to the school and volunteers

Next PTO Meeting is Monday, October 12, 2026 from 5-6p. Anything else?

26/27 Upcoming PTO Meetings and Events

**Current dates as of 9/14/26, any events added will be shared at the next PTO meeting.*

September 2026

- **Wed, Sept 9:** Fairview Open House | 5:30 PM – 7:00 PM
- **Wed, Sept 9:** Dine & Donate at The Chocolate Moose | 3:00 PM – 11:00 PM
- **Mon, Sept 14:** First PTO Meeting | 5:00 PM – 6:00 PM | School Library

October 2026

- **Wed, Oct 7:** Walk (& Roll) to School Day
- **Mon, Oct 12:** PTO Meeting | 5:00 PM – 6:00 PM | School Library
- **Thu, Oct 29:** Trunk or Treat | 5:30 PM – 7:00 PM | School Parking Lot

November 2026

- **Mon, Nov 9:** PTO Meeting | 5:00 PM – 6:00 PM | School Library

December 2026

- **Mon, Dec 7:** PTO Meeting & Holiday Store Set-up | 5:00 PM – 6:30 PM (*Extended time*)
- **Tue, Dec 8 – Fri, Dec 11:** Holiday Store | Open during school hours
- **Mon, Dec 14:** Winter Violin Program | 6:00 PM
- **Thu, Dec 17:** Winter Arts Showcase | 6:00 PM

January 2027

- **Mon, Jan 11:** PTO Meeting | 5:00 PM – 6:00 PM | School Library
- **Week of Jan 25:** Teacher Appreciation Week | Teachers Lounge

February 2027

- **Week of Feb 1:** Book Fair | School Library
- **Mon, Feb 8:** PTO Meeting | 5:00 PM – 6:00 PM | School Library

- **Fri, Feb 12:** Read-a-Thon Kickoff | 2:30 PM | School Gym
- **Week of Feb 15 & Week of Feb 26:** Read-a-Thon Event

March 2027

- **Mon, Mar 8:** PTO Meeting | 5:00 PM – 6:00 PM | School Library
- **Fri, Mar 12:** Read-a-Thon Celebration | School Gym

April 2027

- **Thu, Apr 1:** Fairview Carnival | School Gym | Time 5:30-7:30 PM
- **Mon, Apr 12:** PTO Meeting | 5:00 PM – 6:00 PM | School Library
- **Thu, Apr 29:** Dessert Theater | School Gym | 6:30 PM

May 2027

- **Fri, May 1:** Deadline to submit all new budget requests for the 27/28 school year
- **Mon, May 3:** Spring Violin Program | 6:00 PM
- **Mon, May 10:** PTO Meeting | 5:00 PM – 6:00 PM | School Library
- **Thu, May 13:** Spring Arts Showcase | 6:00 PM

Fairview PTO Volunteer Spending Policy

The PTO encourages fiscal responsibility while allowing volunteers flexibility to carry out their roles effectively. To balance autonomy with oversight, the following guidelines apply to all PTO volunteers, including officers:

- **Purchases under \$50:** Volunteers may spend without prior approval if related to an approved PTO event or program. Receipts must be submitted within 30 days for reimbursement to the PTO Treasurer or the Fairview office.
- **Purchases \$50–\$200:** Require pre-approval from the event chair, who is authorized to grant spending permission to volunteers for the event. If there is no chair for the event, a board PTO officer (President, Vice President, Treasurer, or Secretary) must provide approval. Receipts must be submitted within 30 days for reimbursement to the PTO Treasurer or the Fairview office.
- **Purchases over \$200:** Must be approved by the PTO officers in advance. Requests should be submitted in a PTO meeting or via email to the Board President at least 10 days before the funds are needed. The officers plus one school administrator (Principal or Vice Principal) will vote. If at least three reviewers approve (out of five total reviewers) this will be communicated to the requester. Receipts must be submitted within 30 days for reimbursement to the PTO Treasurer or the Fairview office.
- **Emergency Exception:** In urgent cases, a volunteer may spend above the threshold with immediate notification to the Treasurer and President. Reimbursement is subject to

approval by the PTO officers. If approved, all receipts must be submitted within 30 days for reimbursement to the PTO Treasurer or the Fairview office.

Event Budgeting and Oversight: To guide spending approvals, an event chair should have an estimated budget for their event based on past years' expenses and the current PTO budget. The chair is empowered to approve expenses that fall within this range. When anticipated expenses begin to exceed the budgeted amount, a conversation should take place between the event chair at a PTO meeting for consideration, or if time-bound, with the PTO officers prior to any additional funds being spent. Receipts must be submitted within 30 days for reimbursement to the PTO Treasurer or the Fairview office.

This structure ensures smaller, routine needs can be met quickly while larger or unexpected expenses receive appropriate oversight

All expenditures must conform to the Fairview PTO budget and approved spending categories. Expenses outside those guidelines, or incurred without prior approval and supporting receipts, will be subject to denial of reimbursement.