

4J PTO AGENDA

SEPTEMBER 01, 2026

- Call meeting to order at 6:04 p.m.
- Attendance:
 - Lakin Worthington
 - Brittany Wagner
 - Catherine Haskins
 - On Zoom:
 - Tara Brandenburg
 - Kimberly Fry
- Approve MAY 2026 meeting minutes
 - Motioned: Lakin Worthington
 - Seconded: Catherine Haskins
 - Passed: Unanimously
- Financials:
 - Current Balance:
 - May 2026 Treasurer's Report
 - Ending April Balance-\$7291.00
 - May Beginning Balance \$7526.34
 - June 2026 Treasurer's Report
 - **BEGINNING BALANCE:** \$1,977.46
 - **ENDING BALANCE:** \$1,945.57
 - **DEPOSITS:** \$0
 - **EXPENSES:** \$31.89
 -
 - July 2026 Treasurer's Report
 - **BEGINNING BALANCE:** \$1,945.57
 - **ENDING BALANCE:** \$2,045.57
 - **DEPOSITS:** \$100
 - **EXPENSES:** \$0
 - August 2026 Treasurer's Report
 - **BEGINNING BALANCE:** \$2,045.57
 - **ENDING BALANCE:** \$1,939.81

- **DEPOSITS:** \$35.00
 - **EXPENSES:** \$140.76
- September 2026 Beginning Balance: \$1,939.81
- Motioned: Catherine Haskins
- Seconded: Brittany Wagner
- Passed: Unanimously
- Correspondence
 - Thank you's from Teachers & Bus Drivers
- Old Business:
 - Goal for PTO Fundraisers:
 - Garden Shed
 - Committee Team: Matracia Vigil, Tara Brandenburg & Brittany Wagner
 - Delivered June 16th, 2026
 - Key to be kept in PTO Mailbox, spare given to Tiffany and kept in office (green record book in her desk drawer)
 - Created monthly/quarterly, annual, severe storm checklists; kept in the PTO binder
 - Added guidelines to the bylaws
 - PTO Phone:
 - Committee Chair: Brittany Wagner
 - In Progress
 - Added to guidelines to the Bylaws
 - 4J Recipe Book
 - Committee Chair: Lakin Worthington
 - Committee Team: Brittany Wagner
 - Update: the committee is tabling the book for right now while still collecting recipes from people throughout the year when opportunities arise.
 - 4J Yearbook:
 - Committee Chair: Brittany Wagner
 - Committee Team: Tara Brandenburg
 - Yearbook options will be presented October 2026 after Budget is set in September 2026
 - Ranging between \$13 (soft cover) - \$50 (hard cover) per book
 - Treering Yearbooks: Free platform, no minimums/fees, option to make it a fundraiser

- There is a drive folder that has been established for people to upload their photos directly onto. Brittany has created a QR code that directly links to this drive.
- Bylaw Amendments:
 - Committee Chair: Brittany Wagner
 - Committee: Kim Fry, Lakin Worthington
 - Amendments:
 - Article 3 paragraph 1: Add “Treasurer Assistant”
 - Article 3: Add Paragraph 6 “Treasurer Assistant: **The Treasurer Assistant will be appointed by the Treasurer. The Treasurer Assistant will serve as a shadow to the Treasurer, assisting with the maintenance of accurate financial records, tracking funds received and disbursed, and supporting the creation and oversight of the budget. The Treasurer Assistant will become familiar with all financial procedures to ensure continuity in the event of absence or transition. The Treasurer Assistant will give the financial statements at each officer meeting if the Treasurer is unavailable. The Treasurer Assistant may also perform other duties as delegated by the Treasurer or the board to support the financial operations of 4-J PTO.”**
 - Article 7: Strike/Remove “Conclusion. A person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.” Repeat in the line above it
 - Add Article 8: “**ARTICLE VIII: PTO CELL PHONE POLICY** The organization shall maintain a dedicated PTO phone to support official communication and operational needs. The phone shall be used solely for PTO-related business, including hosting meetings, maintaining access to organizational files, and communicating with PTO members, school staff, and the broader community. The President shall be the primary custodian of the PTO phone. The President is responsible for maintaining access to the organization’s Google Drive, ensuring current PTO member and teacher contact information is stored and

updated, and using the phone to host meetings and conduct official PTO communications. The PTO phone shall be maintained under an annual prepaid service contract through preferred voted on carrier. Funding for the phone and its service plan shall be included in the annual PTO budget and paid by the Treasurer in accordance with approved budget allocations. The phone shall be properly maintained, secured, and transferred to the incoming President at the end of each term. Personal use of the PTO phone shall be limited and must not interfere with its primary purpose of supporting PTO operations. Any loss, damage, or misuse of the phone shall be reported promptly to the Board. In the event that the PTO Phone is lost, stolen, damaged beyond normal wear and tear, or otherwise requires the replacement as a result of the actions or negligence of the individual in possession of the device, that individual shall be solely responsible for all costs associated with the repair or replacement of the phone.”

- Add Article 9: “**ARTICLE IX: OWNERSHIP, USE AND MAINTENANCE OF PTO STORAGE SHED**”

Section 1. Purpose

The PTO may purchase and maintain a storage building using funds raised through PTO-sponsored fundraising activities. The purpose of the storage building is to provide a secure, organized location for storing educational materials, school event supplies, teacher resources, student program materials, fundraising equipment, and other PTO-owned property that supports the educational mission of 4-J School and the activities of 4-J PTO.

Section 2. Ownership

The Storage Building, including but not limited to an “Old Hickory Shed”, shall be considered the property of the 4-J PTO unless otherwise specified in a written agreement approved by the Executive Board and the membership. All contents purchased with PTO funds shall remain the property of the 4-J PTO.

Section 3. Authorized Use

The storage building shall be used exclusively for the storage of:

- PTO-owned equipment and supplies
- Educational materials for student learning and enrichment
- Teacher classroom resources approved by the PTO
- School event and fundraising supplies
- Other items approved by the Executive Board that further the mission and objectives of the PTO

Personal property belonging to individuals shall not be stored in the shed unless specifically authorized by the Executive Board for temporary use related to a PTO sponsored activity.

Section 4. Access

Access to the storage building shall be limited to individuals authorized by the Executive Board, which may include PTO officers, the school principal or designee, and designated committee chairpersons. A current list of authorized individuals shall be maintained by the Secretary or another officer designated by the Executive Board.

Section 5. Maintenance and Inspection

The PTO shall maintain the storage building in a safe, clean and functional condition.

The Executive Board shall ensure that:

1. The storage building is inspected periodically, with inspections recommended at least quarterly.
2. An inspection shall be conducted as soon as reasonably possible following severe weather events, including but not limited to, high winds, hail, tornadoes, heavy snowfall, flooding, or other storms that may have caused damage.
3. Any damage or maintenance concerns shall be documented and presented to the Executive Board.
4. Necessary repairs shall be completed promptly to protect the structure and its contents.

5. The interior and exterior of the building shall be kept clean and organized to promote safety and preserve PTO property.

Section 6. Budget for Maintenance and Repairs

The PTO shall include an annual line item within its operating budget dedicated to the maintenance, repair, and preservation of the storage building.

Funds may be used for, but are not limited to:

- Structural repairs
- Roof, siding, or floor repairs
- Door, lock or hardware replacement
- Painting or weatherproofing
- Pest prevention or treatment
- Foundation or leveling work
- Replacement of damaged shelving or storage systems
- Other maintenance related expenses as approved by the Executive Board

The Executive Board shall recommend an annual budget amount based upon anticipated maintenance needs and the condition of the building.

Section 7. Major Repairs or Replacement

If the storage building sustains significant damage or reaches the end of its useful life, the Executive Board shall present recommendations to the membership regarding major repairs or replacement. Expenditures exceeding the spending authority established elsewhere in these bylaws shall require approval by the membership in accordance with the organizations voting procedures.

Section 8. Stewardship

The Executive Board, together with the School Administration, shall promote responsible stewardship of the storage building and its contents. Every reasonable effort shall be made to safeguard PTO assets, preserve the value of the storage building, and ensure that it continues to support students, teachers, and the educational programs of the school for years to come.”

- Will be voted on at the October 2026 Meeting
- May Events Recap:
 - Kindergarten/ 6th Grade Graduation
 - Half sheets of cake for both classes in the future
 - Teacher Appreciation Week:
 - Brownies, Leanna Breakfast Casserole, Lunch from The Coop/Dessert Cake from Cowgirl Brownies/PTO Covered Lunch Duties, Brownies/Dip, Yogurt Bar
 - Next year: maybe create more thematic elements and really put thought and intention into each day!
 - Mothers Day Tea:
 - Purchased Photo Printer for Events
 - Need more Photo Sheets for every event (will have to be purchased for each event)
 - PTO Shed/Cabinet Clean Out:
 - Committee Head: Brittany Wagner
 - Committee Team: Lakin Worthington
 - Cleaned house! Please consult the storage areas before purchasing anything for any events/needs! (Christmas Decor/Santa Bags, Plates/bowls/cups,napkins/silverware, pancake breakfast, etc. in abundance!)
 - Last Day of School:
 - Committee Chair: Brittany Wagner
 - Committee Team: Tara, Lakin, Madison Mankin, Wendy Moore
 - Set up game stations, played hide-n-seek, capture the flag, sumo wrestling, etc.

- So much fun, great participation, low kid/parent headcount....ways to bring this up next year??
 - Maybe create an experience that directly involves parents/families? Like a dodgeball game?
- Summer Reading Program:
 - Committee Chair: Brittany Wagner
 - Committee Team: Tara Brandenburg
 - Donations: Wendy & Todd Moore, Teachers Corner Box of Goodies Deboer Family, Flight Zone 8 Passes
 - Purchase: Ice Cream Sundaes
 - 12 kids participated
 - The students who participated will enjoy ice cream sundaes on Sept. 11 and they will also be able to bid on the items that have been donated with the tickets they earned through participation.
- Spelling Bee:
 - Committee Head: Catherine Haskins
 - Committee Team: Brittany Wagner
 - Sent flyer out with Summer Reading Program
 - Potentially hold the Spelling Bee on January 22, 2026 during school (Friday). It would be a voluntary basis type event.
- Treasurers Audit:
 - Committee Chair: Brittany Wagner
 - Committee: Kim Fry, Catherine Haskins
 - Looked good, talked over with Lakin on more progress/organization for this year
 - Create a financial audit statement- needs signed by Kim & Catherine
- First Day of School:
 - \$100 Budget
 - Committee Chair: Brittany Wagner
 - Committee Team: Lakin Worthington
 - Provided a snack & drink for the kids (Cookies/Juice) & Staff (fruit, cheese & nut tray, sparkling waters), sent home First Day of School Photos
- Appointed Positions:
 - Vice President: Tara Brandenburg
 - Treasurer's Assistant: Angela Raber

- New Business:
 - Back to School Night:
 - Brittany Wagner Donated Box Tops Raffle Basket
 - Still going on until we reach 10 entries
 - PTO Today Giveaway
 - Won a 350 That's It! Fruit bars for Back to School Night Appreciation
 - First of the Year Form:
 - Committee Team:
 - Brittany Wagner
 - Catherine Haskins
 - Budget:
 - Book Fair: Not participating this year
 - Parent Teacher Conference: \$150
 - Halloween: Not participating this year
 - New Staff & Student Shirts: \$200
 - We have 2 new Kindergarten students and 4 new teachers. Last year, we had shirts and sweatshirts made but did not use it as a fundraiser. We could use this as a fundraiser.
 - We could do a 40th year of 4J creative type contest for the kids and get the shirts made.
 - Veterans Day: Not participating this year.
 - Sherwood Forest Fundraiser: \$50
 - Thank You- Feast Volunteers: \$100
 - Tote of 200: \$100
 - Thanksgiving Feast: \$150
 - Wreaths Across America: Already purchased
 - Teacher Requests: \$300
 - Secret Santa Teacher Tree: \$0
 - Staff and Student Christmas Movie: \$150
 - Santa Bags: \$50
 - Hallway Stockings: \$50
 - Christmas Concert: \$150
 - Pancake Breakfast: \$150
 - Nurse Lecture: \$150
 - Retirement Gifts: \$100
 - Bingo Night/40th year celebration: \$20
 - Dr. Seuss Week: Not participating this year
 - Talent Show: \$70
 - Spring Concert: \$0

- Fathers Day- DoDads: \$150
 - May Day Baskets: Not participating this year
 - Trash Clean Up: \$30
 - Staff Appreciation Week: \$300
 - Science Olympiad Lunch: \$150
 - Mothers Day: \$35 (Photo paper)
 - Rural School Track Meet Lunch: \$300
 - Track Shirts: Not participating this year
 - Last Day of School: \$300
 - Graduation K/6th : \$100
 - Summer Reading Program: \$0
 - First Day of School: \$100
 - Discretionary Funds: \$300
 - Shed Maintenance: \$75
 - PTO Phone: \$250
 - Spelling Bee: \$206.50
 - Motioned: Catherine Haskins
 - Seconded: Brittany Wagner
 - Passed: Unanimously
- New Goal for PTO Fundraisers:
 - What needs, need to be met?
 - Ideas: School Scholarship Program?, Student Council Sleepover?, 4J Community Night?, 4J 40TH Birthday Celebration?
- New Staff/Student Shirts: (Budget: \$200)
 - Committee Chair: Tara Brandenburg
 - Committee Team:
- October Events:
 - Parent Teacher Conference: (Budget: \$150)
 - Committee Chair:
 - Committee Team:
 - Sherwood Forest Fundraiser: (Budget: \$50)
 - Committee Chair: Catherine Haskins
 - Committee Team: Brittany Wagner, Lakin Worthington
- Meeting Adjourned
 - Next Meeting OCTOBER 6TH at 6pm!
 - Motioned: Catherine Haskins
 - Seconded: Lakin Worthington
 - Passed____Unanimously_____