



PTO Board Meeting Minutes
 Wednesday, April 16, 2025 at 6:30 p.m.

Via [Google Meet](#)

| PTO Board | Present | Absent |
|--|---------|--------|
| Co-President - Theresa Sacharski | x | |
| Co-President - Patrick Tipton | x | |
| Vice President - Mallory Strotheide | | x |
| Secretary - Dan Invergo | x | |
| Treasurer - Kendra Osowski | x | |
| Communications Coordinator - Jamie Montague | x | |
| Fundraising Coordinator - Brandon Dexter | | x |
| Community Relations Coordinator - Amber McCarthy | | x |
| Member at Large - Trish Melchert | x | |
| Member at Large - Katie Prince | | x |
| Member at Large - Kendra Reinoehl | x | |
| Member at Large - Danielle Rush | x | |
| Member at Large - Cyndee Van Der Heide | x | |
| Member at Large - Hillary Vermilye | x | |

Additional Attendees:

| |
|----|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |



1. CALL TO ORDER
Kendra O. called the meeting to order at 6:32 p.m.
2. ATTENDANCE
Roll call was held.
3. SCHOOL STAFF REPRESENTATIVE REPORT
No school representatives present
4. REVIEW ACTIONABLES FROM PRIOR MEETING
 - a. Send the FHPSF State of the Foundation Fundraiser Invitation to the Board (Theresa)
 - b. Email the 2025-2026 PTO Board & Committee Chair Positions Google Form to the Board (Kendra R.)
 - c. Complete the 2025-2026 PTO Board & Committee Chair Positions (All PTO)
 - d. Create the Flyers for Maggie Ann Soap and Koetsier's Greenhouse (Danielle & Brandon)
 - e. Use Scholastic Dollars to Purchase a Book for Each Classroom (Theresa & Katie)
 - f. Post Family Literacy Night Event Assistance for Volunteers (Jamie)
 - g. Send the Notice of Posting for the April Board Meeting Being Changed to a Virtual Meeting (Dan)
 - h. Determine Room Parents Yearend Needs (Mallory)
 - i. Email the 4th Grade Families the Central Woodlands PTO Google Form (Kendra R.)
5. PRESIDENT'S REPORT
Theresa presented the President's Report.
 - a. Discussion of 2025-2026 School Year Current Board and Election
 - b. Status of Scholastic Dollars
 - i. Books have been ordered for March reading Months 2,012 scholastic dollars spent.
 - ii. There are still \$6,900 in scholastic dollars available.
6. TREASURER'S REPORT
 - a. PTO Board Fund Report
 - b. PTO Board Fund Surplus Update
7. FUNDRAISING REPORT
Kendra O. presented the Fundraising Report.
 - a. Maggie Ann Soap - April 18-25
 - i. Flyers will be placed in the Friday folder on 4/18/2025
 - b. Koetsier's Greenhouse - May 16-17
8. COMMUNITY RELATIONS REPORT
No updates this month.



9. COMMITTEE UPDATES

- a. Staff Appreciation Week Report
 - i. Waiting to hear back from vendor that committed to provide a donated lunch for Wednesday of SAW
 - ii. Items have been ordered
 - iii. Slushie day had to be altered due to volume
 - iv. Looking to increase the number of posts regarding SAW to generate additional donations
 - v. Scoopers has donated gift cards to add to baskets
- b. Golf Outing Report
 - i. 14 teams signed up as of 4/16
 - ii. Committee meeting 4/17
- c. Field Day Report
 - i. Kendra O. offered to be the liaison but hasn't heard anything as of yet
 - ii. Inflatables need to be order a minimum of 1 month out

10. DISCUSSION ITEMS

- a. Ideas to Recruit New Volunteers
 - i. Target parents with kids new to the school (K and 1st families)
- b. Assembly Ideas for 2025-2026
 - i. Alligator sanctuary
- c. Cultural Arts Grant - May 1 Due Date
 - i. No grant needed at this time as the window for these events are the end of this school year.

11. ACTION ITEMS

Approval of the March 11, 2025 PTO Board Meeting Minutes

A motion was made by Theresa and seconded by Kendra O. to approve the March 11, 2025 PTO Board Meeting Minutes as submitted. The motion was approved unanimously.

Approval of the Grant Fund Request

A motion was made by Theresa and seconded by Kendra R. to approve the expenditure of PTO Board Funds not to exceed the amount of \$95 for the cost of reimbursement for vet bills for Chase to Mrs Pachaulski as submitted. The motion was approved unanimously.

12. PUBLIC COMMENT

None was given.

13. REVIEW ACTIONABLES

- a. Send flowers for 4/23 secretary appreciation day for Joyse and Mary Beth and 5/1 for principal appreciations day (Dan)



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- b. Theresa to connect with Mallory to send out communication to room parents regarding their year end needs (Theresa)
 - c. Danielle will reach out regarding Snow Cone vendor for SAW (Danielle)
 - d. Source pricing for coffee for SAW (Kendra R)
14. ADJOURNMENT
The meeting was adjourned at 7:05 p.m.

Respectfully submitted,
Dan Invergo, Secretary
Ada Elementary PTO

Next Meeting:
Tuesday, May 13, 2025 at 6:30 p.m.