


Agenda Topics
Meeting Minutes

<p><b>General PTO Meeting</b>  <b>1-20-26</b>  7:00 PM  Virtual via Google Meet</p> <p><a href="#">Click HERE to Join!</a>  Meeting Code:  buh-kiic-bzw</p> <p>Start time: 7:05 PM  End time: 7:46 PM</p>	 <p><a href="#">2025-2026 PTO Calendar</a></p>
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<b>Agenda Topics &amp; Notes</b>
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<i>Presenter/Committee</i>	
<p><b>Opening</b>  Helena Verdun (2 min)</p>	<ul style="list-style-type: none"> <li>● Welcome - Happy New Year!</li> </ul>
<p><b>Principal</b>  Ms. Smith  (10-15 min)</p>	<ul style="list-style-type: none"> <li>● Thank you for all of the holiday love and generosity!</li> <li>● New Visitor Management System - Thank you for your support and patience! <ul style="list-style-type: none"> <li>○ <i>So far everyone has been very understanding with remembering licenses and understands and appreciates this is to keep the kids safe!</i></li> </ul> </li> <li>● Updates planned for ALT <ul style="list-style-type: none"> <li>○ APR</li> <li>○ Playground</li> <li>○ Tile in building <ol style="list-style-type: none"> <li>i. <i>The first phase of the project focuses on the all-purpose room, where we are replacing the long rectangular tables with new round tables. The cost for the tables is approximately \$30,000, with \$25,000 generously donated by an alumni family to support this effort.</i></li> <li>ii. <i>This will coincide with the summer project to replace all the tiles in the room, giving the space a fresh, renewed look.</i></li> <li>iii. <i>In addition, the playground is being redesigned based on the children's votes for their top choices. The new layout will slightly reduce the playground's footprint and shift it outward to make room for a new sensory garden.</i></li> </ol> </li> <li>○ SEL Committee: Parent Guidance for Conflict Resolution <ol style="list-style-type: none"> <li>i. <i>The SEL Committee is focusing on improving how students handle in-person conflicts, particularly "students say mean things to each other in person".</i></li> <li>ii. <i>The goal is to empower students with the language and tools to resolve disagreements through respectful</i></li> </ol> </li> </ul> </li> </ul>

	<p><i>dialogue. To support this, new conflict resolution cards featuring simple emojis have been introduced to help children express their feelings clearly.</i></p> <ul style="list-style-type: none"> <li><i>iii. The initiative emphasizes teaching kids to be bigger people by sharing, advocating for themselves, listening actively, and taking ownership of their actions.</i></li> <li><i>iv. A key objective is to establish a common language among teachers and parents to support consistent guidance.</i></li> <li><i>v. The approach encourages two-way conversations and reflective listening rather than forced apologies, fostering genuine understanding and growth.</i></li> <li><i>vi. Link to the presentation: <a href="https://www.canva.com/design/DAG-Is4miQo/R8T0JiwoDne1_X1hXu3oQ/view?utm_content=DAG-Is4miQo&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=uniquelinks&amp;utm_id=h1236cd270c">https://www.canva.com/design/DAG-Is4miQo/R8T0JiwoDne1_X1hXu3oQ/view?utm_content=DAG-Is4miQo&amp;utm_campaign=designshare&amp;utm_medium=link2&amp;utm_source=uniquelinks&amp;utm_id=h1236cd270c</a></i></li> </ul>
<p><b>President</b> Helena Verdun (7-10 min)</p>	<ul style="list-style-type: none"> <li>● Science Fair: Thank you Parita, Alexis &amp; Michele Araujo</li> <li>● Constant Contact - New Email Format <ul style="list-style-type: none"> <li>○ <i>The new email format in Constant Contact has improved engagement, with 75% of recipients now opening the visually enhanced emails!</i></li> </ul> </li> <li>● Student Planners - In Progress for 26-27 <ul style="list-style-type: none"> <li>○ <i>Student planners have been ordered for 2026-2027 school year (grades 3-5)</i></li> </ul> </li> <li>● Reading Fair - 2/24 <ul style="list-style-type: none"> <li>○ <i>Very fun day planned with some friendly competition!</i></li> </ul> </li> <li>● Book Fair - Week of 2/23 <ul style="list-style-type: none"> <li>○ <i>Spring book fair will be held the week of February 23, chance to get some new books in rotation at home</i></li> </ul> </li> <li>● District MNO - 2/26 - Sold Out, there is waitlist <ul style="list-style-type: none"> <li>○ <i>Sold out in record time, 24 hours</i></li> </ul> </li> <li>● Beautification Update <ul style="list-style-type: none"> <li>○ <i>Hot cocoa mugs in the front lobby are refreshed with a new coat of paint</i></li> <li>○ <i>If you want to help volunteer on the beautification committee please reach out</i></li> </ul> </li> <li>● Lost &amp; Found → <a href="#">Current Items</a> <ul style="list-style-type: none"> <li>○ <i>It's getting full again! Always remember to look through the items (linked here)</i></li> </ul> </li> </ul>
<p><b>Treasurer</b> Tanya Olivari (5 min)</p>	<ul style="list-style-type: none"> <li>● PTO Dues update <ul style="list-style-type: none"> <li>○ <i>\$13,940 Raised to date</i></li> </ul> </li> <li>● Holiday Boutique - Profit <ul style="list-style-type: none"> <li>○ <i>\$1,862 profit (comparable to last year)</i></li> </ul> </li> <li>● Afterschool Club - Fall Profit <ul style="list-style-type: none"> <li>○ <i>\$5,952 profit, which is over \$2,000 more than last year!</i></li> </ul> </li> <li>● Square One Art - Profit <ul style="list-style-type: none"> <li>○ <i>\$1,047 profit</i></li> </ul> </li> <li>● Vendor Fair - Profit <ul style="list-style-type: none"> <li>○ <i>\$1,116 profit</i></li> </ul> </li> <li>● Yearbook Update <ul style="list-style-type: none"> <li>○ <i>Reached the 1/9 deadline!</i></li> <li>○ <i>Next deadline in February</i></li> </ul> </li> </ul>

<p><b>Social Action</b> Melissa Morano VP, Social Action (5 min)</p>	<ul style="list-style-type: none"> <li>● Community Outreach Update <ul style="list-style-type: none"> <li>○ Next Up - Backpack drive in June <ul style="list-style-type: none"> <li>■ <i>We understand we have asked a lot in the last few months, and we want to thank you all for your generous donations &amp; contributions.</i></li> <li>■ <i>Huge thank you to Natalie White for all the help on the drives!</i></li> <li>■ <i>Next drive is in June (backpack drive)</i></li> </ul> </li> </ul> </li> <li>● Assemblies <ul style="list-style-type: none"> <li>○ Liberty Science Center - (Grades 2-5) : 2/12/26</li> <li>○ Story Pirates (Arts based Schoolwide): 3/11/26</li> <li>○ Eyes on Wild (Grades K &amp; 1) : 5/7/26</li> </ul> </li> </ul>
<p><b>Communications</b> Michele Araujo VP, Communications (5 min)</p>	<ul style="list-style-type: none"> <li>● Spiritwear Update <ul style="list-style-type: none"> <li>○ <i>The Spring Spiritwear Webstore will be opening in early spring! In the meantime, our ongoing spiritwear flowsociety shorts and T-shirt link will continue to be available in our weekly blasts for purchase.</i></li> </ul> </li> <li>● Science Fair - Thank You to all our scientists, parent volunteers and chairs Alexis &amp; Parita <ul style="list-style-type: none"> <li>○ <i>Huge success last friday</i></li> <li>○ <i>150 students participated &amp; proudly shared their projects</i></li> <li>○ <i>Students were fully engaged in the science bingo cards, which was something new the committee did this year.</i></li> <li>○ <i>Also thrilled to welcome Mobile Ed, an exciting hands on science assembly, where students rotated through different stations.</i></li> <li>○ <i>Huge thank you to all the volunteers - for your time energy &amp; support!</i></li> </ul> </li> <li>● Author's Day <ul style="list-style-type: none"> <li>○ Update from Ms. Jackson <ul style="list-style-type: none"> <li>■ <i>Mrs. Jackson will share the exciting news about this year's Author's Day: a boy called bat, stella jean,</i></li> <li>■ <i>Coming from california!</i></li> <li>■ <i>Parents who signed up for Author's Day will receive an email with additional information.</i></li> </ul> </li> <li>○ How Volunteers will be handled-same as last year <ul style="list-style-type: none"> <li>■ <i>Due to the abundance of parent volunteers, we will continue with the selection wheel (as we did in the previous year) and will share a video announcing the eight volunteers selected.</i></li> </ul> </li> </ul> </li> <li>● International Day Planning Update <ul style="list-style-type: none"> <li>○ 2nd Meeting coming up next week <ul style="list-style-type: none"> <li>■ <i>January 28 at ALT.</i></li> <li>■ <i>A reminder email to all committee members will be sent out.</i></li> </ul> </li> </ul> </li> </ul>
<p><b>Secretary</b> Kristy Karger (2-3 min)</p>	<ul style="list-style-type: none"> <li>● Committees Update <ul style="list-style-type: none"> <li>a. If you are a committee chair - please ensure you are filling out google doc with any helpful details and expenses <ul style="list-style-type: none"> <li>i. <i>Currently about 50% of the committees are using their shared drives and 50% of those groups are using their budget trackers. Please ensure you are saving down your files to help transition work for future committee chairs.</i></li> </ul> </li> </ul> </li> </ul>
<p><b>Fundraising</b> Jessica Loux</p>	<ul style="list-style-type: none"> <li>● After School Clubs - Winter is open &amp; some clubs sold out <ul style="list-style-type: none"> <li>○ <i>We will do one more round of clubs in the spring</i></li> </ul> </li> </ul>

<p><i>VP, Fundraising</i> (5 min)</p>	<ul style="list-style-type: none"> <li>○ <i>Clubs will be 6 week in length</i></li> <li>○ <i>Should be promoting the available options next month</i></li> <li>○ <i>Sign up quickly b/c they will sell out quick (less clubs available in spring vs prior seasons)</i></li> <li>● Spring Fling Update - Friday March 7, 2026 <ul style="list-style-type: none"> <li>○ Buy you tickets now! <ul style="list-style-type: none"> <li>i. <i>RSVPs are already at halfway to our minimum! Buy Quick!!</i></li> <li>ii. <i>Sponsorship tier link: <a href="https://www.zeffy.com/en-US/ticketing/spring-fling-2026-havana-nights">https://www.zeffy.com/en-US/ticketing/spring-fling-2026-havana-nights</a></i></li> <li>iii. <i>Link to purchase tickets: <a href="https://www.zeffy.com/en-US/ticketing/spring-fling-2026-sponsorships-and-donations">https://www.zeffy.com/en-US/ticketing/spring-fling-2026-sponsorships-and-donations</a></i></li> <li>iv. <i>A new silent auction company is coming with big ticket items</i></li> <li>v. <i>Funds from spring fling are going towards a new sensory garden for ALT!</i></li> </ul> </li> <li>○ Solicitation is in full swing - Including Teacher Experiences <ul style="list-style-type: none"> <li>i. <i>7 different teacher experiences + principal for the day</i></li> <li>ii. <i>New silent auction item: four front row seats for the graduations (5th grade / kindergarten)</i></li> </ul> </li> </ul> </li> </ul>
<p><b>Events</b> Kathleen Anderson <i>VP, Events</i> (2-3 min)</p>	<ul style="list-style-type: none"> <li>● Vendor Fair Recap <ul style="list-style-type: none"> <li>a. <i>New fundraising event, went really well and we took away some lessons learned. Hoping to repeat this again next year!</i></li> </ul> </li> </ul>
<p><b>Closing</b> PTO Exec Board (2 min)</p>	<ul style="list-style-type: none"> <li>● Questions or Comments?</li> <li>● Next General PTO meeting is March</li> </ul>

<p style="text-align: center;"><b>1/20 Meeting: Full Attendee List (41)</b></p>	
<ul style="list-style-type: none"> <li>● Beth Alcaraz</li> <li>● Kathleen Anderson</li> <li>● Nancy Andrews</li> <li>● Kamari Aykes</li> <li>● Kelly Blessing-Maire</li> <li>● Demi Blick</li> <li>● Roxanne Christiansen</li> <li>● Stacey Collman</li> <li>● Julie Costa</li> <li>● Jade D</li> <li>● MaryBeth Greco</li> <li>● Christine Hahn</li> <li>● Susan Jackson</li> <li>● Kelley Kappus</li> <li>● Kristy Karger</li> <li>● Lisa Kothari</li> <li>● Nikole L</li> <li>● Becky Lattarulo</li> <li>● Sara Lepelis</li> <li>● Jane Lin</li> </ul>	<ul style="list-style-type: none"> <li>● Jessica Loux</li> <li>● Timothy Mansour</li> <li>● Melany Martins</li> <li>● Melissa Morano</li> <li>● Sandra Natale</li> <li>● Tanya Olivari</li> <li>● Elaine Palugod</li> <li>● Kajal Patel</li> <li>● Parita Patel</li> <li>● Erika Pimentel</li> <li>● Verusca Reis Meneguete</li> <li>● Raymond Seto</li> <li>● Uchita Shah</li> <li>● Christine Smith</li> <li>● Sylwia Soltys</li> <li>● Elizabeth Stanton</li> <li>● Sandra Surowiec</li> <li>● Helena Verdun</li> <li>● Sally Wu</li> <li>● abigail honeycutt</li> <li>● claire vivenzio</li> </ul>