



Meeting Minutes

Monday, September 8, 2025

7:00 pm - Caledonia High School: Lower Forum Room

In attendance: Kelly Heyboer, Crystal Saidoo, Jenn Putnam, Jennifer Brown, Marci Geerdes, Nikki Huttenga

Call to Order: Kelly Heyboer - 7:02pm

President's Report: Kelly Heyboer

- Review of communication methods used by the PSTO
 - [Facebook Group](#)
 - <https://www.facebook.com/groups/1570046560261234>
 - This is a good place for general communication & event notices
 - [Webpage](#)
 - <https://www.calschools.org/schools/cal-hs/student-parent-links/psto/>
 - Used for archive of minutes plus list of upcoming events
 - CHS Newsletter
 - PSTO typically has a page in the newsletter. Parents should check there for updates
- Non-Fundraiser Fundraiser
 - Opportunity for parents to donate cash to support the PSTO
 - Donations accepted via Venmo or Paypal
 - The only other time we reach out to parents is for cash/food donations during conferences & staff appreciation in May
- Review of Board Roles & Responsibilities
 - President - Liaison between the PSTO & school administration
 - Secretary - Minutes & Social Media
 - VP - Assists the board and creates agendas
 - Treasurer - Manages the budgets & submits reports as needed to maintain our 501c3 status
 - PTO bank account is also a pass through account for (1) student council, (2) school store and (3) Senior All Night Party

- **Review of the SANP (Senior All Night Party) Committee**
 - The SANP is an event hosted on the night of graduation for the Seniors. It is planned by parent volunteers and is considered an “outside of school” event.
 - Planning begins during the fall of Junior year. Parents who are interested in joining the SANP committee should attend one of the fall PSTO meetings.
 - The SANP is comprised of
 - A small core board (typically 3-5 people)
 - Several sub-committee chairs (food/activities/fundraising, etc)
 - Volunteers who support the sub-committees during planning
 - Volunteers who help the day of the event
 - Traditionally the all night event has been held at a secret location that is only known by the core board members and disclosed to the students on the night of the party.
 - Timeline for planning
 - Fall of Junior Year - Form core committee during the fall PSTO meetings
 - Winter of Junior Year - Hold the first open community meeting for volunteers
 - Summer from Junior to Senior Year - the planning binder is passed down to the new Senior parents and the google email address & website are passed down.
 - The Junior Parents on the SANP committee will also support the Senior parents as volunteers during (1) Senior Breakfast and (2) to run the check in table for the all night party. This allows the Senior parents to be available to attend events with their children.
 - Senior Breakfast is held the morning of graduation. It's a way to encourage the seniors to get to school early the morning of graduation for their practice run for the ceremony. This has traditionally been catered by Butcher Block Social & the event is run through the PSTO.
 - Junior parents on SANP volunteer to run this
 - The following is a list of committees that have traditionally been formed for SANP. Parents can sign up for this during the community meeting in the winter of Junior year.

Decorations	Venue & Registration	Senior Gifts	Entertainment
Fundraising	Food	Treasurer	Transportation
Volunteer Coordinator	Communication	Perk Days	Decor

Vice President's Report: Crystal Saidoo

- Remaining 2025/26 Meeting Dates
 - Monday, October 6, 2025
 - Monday, February 9, 2026
 - Monday, March 9, 2026
 - Monday, June 8, 2026
- Reviewed the PSTO Dates/Events List
- Fall Conference Dinner will be planned at the October meeting. A sign up will be distributed to parents to bring in specific food items, or give a donation to have the PSTO shop for them.
- Fright Night planning will begin at the October meeting

Treasurer's report: Jenn Putnam

- Taxes for Fiscal Year ending July 31, 2025 discussed by Jenn
- Account Balances for the beginning of the year discussed by Jenn
 - PSTO
 - School Store
 - Student Council
- Proposed Budget for 2025/26 School Year reviewed and approved

Secretary's Report: Jennifer Brown

- July 2025 Minutes presented by outgoing Secretary Crystal:
 -  2025-07-17 July 2025 Meeting Minutes
- Kelly made a motion to approve minutes and Jennifer seconded the motion.
- Minutes were approved and submitted to the High School to be added to the school website

Meeting adjourned 7:59pm

**NEXT MEETING: Monday, October 6, 2025
7:00 pm - Caledonia High School:Lower Forum Room**