

4J PTO Minutes

September 02, 2025

- Call meeting to order 6:09 p.m.

Angela Raber

Brittany Wagner

Kimberly Fry

Catherine Haskins

Tara Brandenburg (zoom)

Lacy Yazzie (zoom)

Jamie Flint (zoom)

Lakin Worthington

- Approve May 2025 meeting minutes

Kimberly Fry moved to approve minutes as posted.

Angela Raber seconded the motion.

- Financials:

Current Bank Balance- \$6154.27

No Expenses & No Deposits to Report since May 2025 Report

- 2024-2025 Year End Review
 - Kim Fry, Brittany Wagner, and Amanda Geer on the Committee
- Motion to approve financials:
 - Tara Brandenburg
- Second to approve financials:
 - Catherine Haskins
- Correspondence:
 - Thank you cards (This was read aloud! Thank you!!!)
- Old Business:
 - Whats App or another way of communication between all PTO members and committee chairs when the time comes.
 - Lakin suggested “Mighty App” which will help us keep track of calendar, zoom links, etc. This might be a good app to use to communicate within the PTO board.
 - Band App...do a comparison on Mighty vs. Band app. The Artificial Intelligence overview states: “BAND App is a free, user-friendly group communication tool, while Mighty Networks is a paid, all-in-one community-building platform for creators who want to monetize their content. The best choice depends on whether you need a simple, free chat app for a small group or a robust, branded platform for a full online business.”
 - Rural School Track Meet
 - This is not typically discussed until after Spring Break, but we are hoping to talk with Caleb Pettigrew (P.E. teacher) about the district’s plans for this. If the district is not planning on holding a rural track meet, we will have to decide whether we want to work together with the other rural schools to hold a track meet, supported by PTOs from each school.
 - First Day of School
 - We couldn’t find the back to school banner that we bought in 2024 for the 1st day of school, but it was not in our cabinet at the start of this school year. Thank you to Brittany Wagner for creating a

beautiful replacement!! We would like to find the original sign for the future, if possible. We created a line item in the budget, in case we need to order a new one.

- We will continue looking for it for another month but if not, we will talk about it in October and whether we need to order a new one.
- Permanent sign for the front of the school:
 - It sounds like there is another level of approval needed before the sign is going to the next phase of completion.
- New Business:
 - Vice President
 - According to 4J PTO Bylaws, the President of PTO can appoint a Vice President. We could share that the position of the Vice President is open with the parents, along with the role description. We could share this information at the same time that we are giving descriptions of upcoming events.
 - Zoom Meetings-
 - We discussed having a subscription for the PTO or maybe using one of the teacher's accounts? Whichever teacher is coming to the meeting could create the zoom link for the meeting so that there is not a 40 minute time limit.
 - March 12 Thursday Night for the Talent Show
 - Halloween Carnival Discussion:
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 - First of the Year form for new parents/members to pay dues
 - Catherine Haskins will send a form to Tiffany Schwenke to send home with kids for parents to fill out.
 - New Student Shirts
 - We want to get shirts for the new students and new staff. This should be 6 students and 4 adults.
 - Tara Brandenburg would be willing to open the order up for general orders.
 - We could also potentially order a few extra for an auction item or to have a table for selling extras this year.
 - Sherwood Forest Fundraiser
 - Committee Chair: Catherine Haskins
 - Brittany Wagner
 - Lakin Worthington
 - Last year (2024), the fundraiser made us \$1826.67.

- Angela Raber moved to link Catherine Haskins' personal PayPal account to the Sherwood Forest fund. Kimberly Fry seconded the motion.
 - Angela Raber also presented the idea that the committee will decide how the wreaths will be distributed once delivered. The wreaths alone will be the direct distribution items and the rest will be sold online.
- Parent Teacher Conference (10/23)
 - Committee Chair:
 - Jamie Flint
 - Kimberly Fry said she could help transport the night of.
 - Lakin Worthington said she could help, too.
 - Ideas for dinner: Papa Murphy's pizza of their choice delivered the day before or night of...or Qdoba bowls
 - Dinner for the staff...Lacy Yazzie said doing individual orders were great so they could eat as able, according to their schedules.
- DARE Graduation at the Thanksgiving Feast on November 26, 2025.
- For the December 2025 and the May 2026 Meetings, we will meet the 2nd Tuesday of the month since we have a school concert on the first Tuesday of the month.
- Budget
 - See the budget once voted on to determine which events we determined to participate in. (Budget found at this link for viewing: <https://docs.google.com/spreadsheets/d/1xH1RUfVBnFXefZJpbdfhKSSKkC7Lt7Gzf0aOf2FDcjQ/edit?usp=sharing>) We discussed basing our budget off of the donations from the year before.
 - PT Conference Meal:
 - Teachers, Specials Teachers Present, Principal if present, Secretary...typically around 8 people.
 - Halloween: If we do a carnival, then would we need to buy prizes or have food? A trail mix bar? There are tons of carnival games available in the watershed.
 - New Shirts

- Tara Brandburg sent proposed prices for shirts and we based budget on those.
 - Veterans Day
 - Wreaths Across America
 - Sherwood Fundraiser
 - Printing expenses for the marketing materials
 - Thanksgiving Feast
 - Budget line item for cups/plates/cutlery/coffee. Our goal is to make sure the tote is full at the end of each school year so that it is full and ready for all events. \$200. Kimberly Fry will be monitoring that.
 - Based on previous year's teacher requests, we set the budget for "teacher requests" for \$700.
- Set Budget: The budget was set for \$4635 for the 2024-2025 school year.
 - Motioned: Catherine Haskins motions to approve the budget.
 - Seconded: Kimberly Fry seconds the motion.
 - All voted in favor. The budget was passed unanimously.
- New Goal for PTO Fundraisers:
 - Raising the fence for the next Do Dads event for the budget was discussed.
 - Kimberly Fry and Jamie Flint will meet to discuss the scholarship program opportunity to bring before the PTO Meeting.

ex: PTO Shed, Garden Shed, Scholarship Program Office Paint Party with Tiffany

- Angela Raber moved to adjourn the meeting.
- Kimberly Fry seconded the motion.

Meeting Adjourned at 8:12 p.m.

Next Meeting October 7th 6 pm