

Minutes

Keene's Crossing Elementary PTO

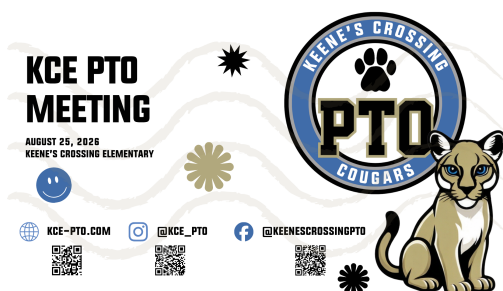
General Board Meeting - [PowerPoint Presentation](#)

8/25/26

2026-2027 Board Members

Patricia McGaugh, President	Tricia Lechmann, Volunteer Coordinator
Jennie Clarke, Vice President	Sarah Bovich, Teacher Engagement Coordinator
Erin Novo, Co-Treasurer	Chris Abel, Treasurer
Kim Conte, Communications Coordinator	Maria Anguita, Fundraising Coordinator
Beth Ideson, Family Events Coordinator	Brittani Fischetti, Holiday Events Coordinator
Sam Oddo, Community Outreach Coordinator	

1. Call to Order - 5:32 pm



2. Officer Reports

a. President-

i. Intro of the board -

b. Treasurer & Co-Treasurer-

i. Budget - anything that we spend money on, we put a vote on

1. Went over Income, Expenses, and Summary (see appendix)
2. We plan to at least pull in what we think we are going to spend
3. The PTO is in a healthy position for future years.
4. Vote - no opposed. Most hands raised for approval of the budget.

c. Communications Coordinator-



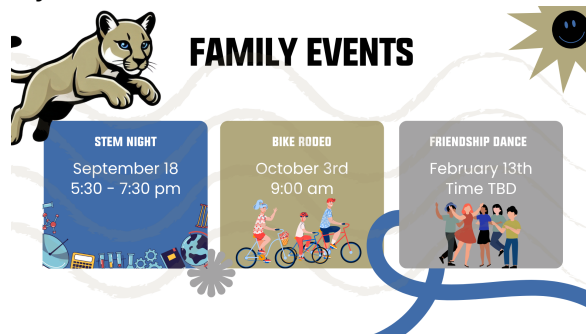
- i. website highlights
- ii. Facebook and IG
- iii. Communications board
- iv. Calendar is updated on the website

d. Teacher Engagement Coordinator -



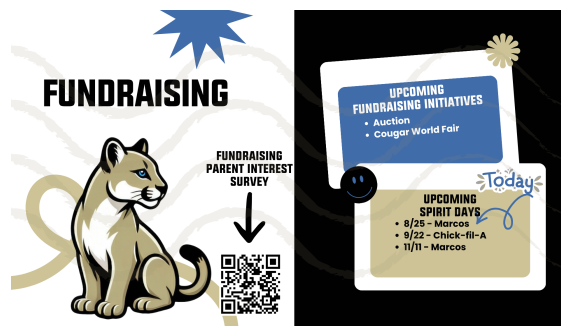
- i. Back to School Luncheon - rundown on what they did - it was a success
- ii. Other events this year: Snack Carts (will be done monthly), Teacher Appreciation Week, etc.

e. Family Events Coordinator -



- i. Bike Rodeo -
- ii. STEM Night - food trucks, amazing presentation, will be looking for volunteers
- iii. Friendship Dance - will be looking for volunteers

f. Fundraising Coordinator -



- i. Main initiatives for the year
 1. Went over spirit nights
 2. Auction
 3. Cougar World Fair
 4. But it would be helpful to fill out the Parent Interest Survey

g. Spirit Wear -



- i. Replenishing stock
 - ii. New shirt
- h. Volunteer Coordinator-



- i. Volunteer Survey
 - ii. ADDitions Approval
- i. President -



- i. Volunteer / Sponsor T-Shirt
- j. Community Engagement-

Appendix

Treasurer's Report

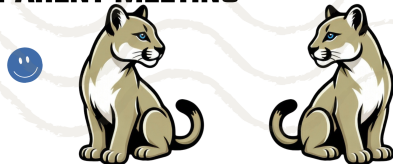
2026-2027 FY KCE PTO Budget July 1st to June 30th							
INCOME				EXPENSES			
	25-26 Budget	25-26 Actuals	26-27 Budget		25-26 Budget	25-26 Actuals	26-27 Budget
Dance/Family Event - Spring	\$ 2,500.00	\$ 3,331.56	\$ 2,500.00	Bank Fees - Trust	\$ 100.00	\$ 3.08	\$ 100.00
Disney Grants & Company Matching	\$ 1,000.00	\$ 3,264.20	\$ 2,000.00	Boohoo Breakfast	\$ 50.00	\$ 35.96	\$ 60.00
Fundraising - Fall	\$ 35,000.00	\$ 27,209.52	\$ 15,000.00	Caring Cougars	\$ 5,000.00	\$ 734.95	\$ 1,000.00
Fundraising - Fifth Grade	\$ 13,000.00	\$ 16,973.59	\$ 10,000.00	Dance/Family Event	\$ 500.00	\$ 3,188.50	\$ 2,500.00
Fundraising - Spring	\$ 10,000.00	\$ 6,450.41	\$ 15,000.00	Fifth Grade Celebration	\$ 1,500.00	\$ -	\$ 1,500.00
Fall Family Event (Stem - was GP day)	\$ 2,500.00	\$ 3,951.98	\$ 2,500.00	Fundraising - Fall 2025	\$ 5,000.00	\$ 15,150.42	\$ 10,000.00
Holiday Shoppe	\$ 15,500.00	\$ 11,323.99	\$ 12,000.00	Fundraising - Fifth Grade	\$ -	\$ 15,673.38	\$ 8,500.00
Media Center	\$ -	\$ 8,182.47	\$ 8,000.00	Fall Family Event (Stem - was GP day)	\$ 1,000.00	\$ 1,345.26	\$ 2,500.00
Misc (Box Tops, Supply Box)	\$ 150.00	\$ 588.80	\$ 150.00	Holiday Shoppe	\$ 12,000.00	\$ 8,449.28	\$ 9,000.00
Miscellaneous Staff Request	\$ -	\$ 134.51	\$ -	Insurance	\$ 805.00	\$ -	\$ 900.00
Office Supplies	\$ -	\$ 8.99	\$ -	Media Center	\$ -	\$ 9,690.14	\$ 8,000.00
Paw Grams	\$ 1,200.00	\$ -	\$ -	Miscellaneous Admin expenses	\$ 750.00	\$ 84.19	\$ 250.00
Printing	\$ -	\$ 7.57	\$ -	Miscellaneous Staff Request (incl Teachers)	\$ 7,500.00	\$ 4,359.47	\$ 5,000.00
Proud Paws Book Sponsor(s)	\$ 1,200.00	\$ 1,603.94	\$ 1,200.00	MoneyMinder Subscription	\$ 250.00	\$ 301.41	\$ 500.00
Spirit Nights	\$ 1,000.00	\$ 914.86	\$ 1,000.00	Office Supplies	\$ 500.00	\$ 218.60	\$ 500.00
Spirit Store	\$ 7,500.00	\$ 7,946.72	\$ 7,500.00	Paw Grams	\$ 1,200.00	\$ -	\$ -
Sponsorships	\$ 8,000.00	\$ 4,596.54	\$ 5,000.00	President's Fund	\$ 1,000.00	\$ 319.75	\$ 500.00
Spring Carnival	\$ 10,000.00	\$ -	\$ -	Printing	\$ 500.00	\$ 165.83	\$ 250.00
Sunshine State Parties	\$ -	\$ 19.23	\$ -	Proud Paws Book Sponsor(s)	\$ 1,200.00	\$ 1,076.55	\$ 1,000.00
Teacher Appreciation	\$ -	\$ 46.58	\$ -	PTO General Meeting Expense (Pizza, GC, Etc)	\$ 250.00	\$ 551.47	\$ 250.00
Trunk or Treat	\$ -	\$ 381.21	\$ -	PTO School Support (incl 5k for AR for 26-27)	\$ -	\$ 953.87	\$ 6,000.00
Yearbook	\$ -	\$ 4,805.18	\$ -	Sign-up Genius	\$ 150.00	\$ 107.89	\$ 150.00
Total Income	\$ 108,550.00	\$ 101,741.85	\$ 81,850.00	Spirit Store	\$ 500.00	\$ 7,333.08	\$ 7,500.00
	25-26 Budget	25-26 Actuals	26-27 Budget	Spring Carnival (from Spring Fundraiser)	\$ 5,000.00	\$ 4,028.62	\$ 5,000.00
Net Change	\$ 46,545.00	\$ 11,132.00	\$ (5,110.00)	Sunshine State Parties	\$ 2,500.00	\$ 2,469.75	\$ 2,500.00
Bank Balances ending 6/30/26				Tax Filing	\$ 500.00	\$ 400.00	\$ 500.00
PTO	\$ 83,267.00			Teacher Appreciation	\$ 12,000.00	\$ 8,851.52	\$ 12,000.00
Media	\$ 2,843.70			Trunk or Treat	\$ 1,000.00	\$ 994.52	\$ -
5th Grade	\$ 1,150.10			Website/Domain Expense	\$ 500.00	\$ 401.44	\$ 500.00
Total	\$ 87,260.80			Yard Signs	\$ 500.00	\$ 310.31	\$ 500.00
*** 5th Grade & Media Center maintain separate accounts				Yearbook	\$ -	\$ 3,410.61	\$ -
				Zoom	\$ 250.00	\$ -	\$ -
				Total Expense	\$ 62,005.00	\$ 90,609.85	\$ 86,960.00

2026-2027 FY KCE PTO Budget JULY 2026 Budget Update							
INCOME				EXPENSES			
	26-27 Budget	YTD	Jul-26		26-27 Budget	YTD	Jul-26
Dance/Family Event - Spring	\$ 2,500.00	\$ -	\$ -	Bank Fees - Trust	\$ 100.00	\$ -	\$ -
Disney Grants & Company Matching	\$ 2,000.00	\$ -	\$ -	Boohoo Breakfast	\$ 60.00	\$ -	\$ -
Fundraising - Fall	\$ 15,000.00	\$ -	\$ -	Caring Cougars	\$ 1,000.00	\$ -	\$ -
Fundraising - Fifth Grade	\$ 10,000.00	\$ -	\$ -	Dance/Family Event	\$ 2,500.00	\$ -	\$ -
Fundraising - Spring	\$ 15,000.00	\$ -	\$ -	Fifth Grade Celebration	\$ 1,500.00	\$ -	\$ -
Fall Family Event (Stem - was GP day)	\$ 2,500.00	\$ -	\$ -	Fundraising - Fall 2025	\$ 10,000.00	\$ -	\$ -
Holiday Shoppe	\$ 12,000.00	\$ -	\$ -	Fundraising - Fifth Grade	\$ 8,500.00	\$ -	\$ -
Media Center	\$ 8,000.00	\$ -	\$ -	Fall Family Event (Stem - was GP day)	\$ 2,500.00	\$ -	\$ -
Misc (Box Tops, Supply Box)	\$ 150.00	\$ -	\$ -	Holiday Shoppe	\$ 9,000.00	\$ -	\$ -
Miscellaneous Staff Request	\$ -	\$ -	\$ -	Insurance	\$ 900.00	\$ 849.00	\$ 848.00
Office Supplies	\$ -	\$ -	\$ -	Media Center	\$ 8,000.00	\$ 1,042.62	\$ 1,042.62
Paw Grams	\$ -	\$ -	\$ -	Miscellaneous Admin expenses	\$ 250.00	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	Miscellaneous Staff Request (incl Teachers)	\$ 5,000.00	\$ -	\$ -
Proud Paws Book Sponsor(s)	\$ 1,200.00	\$ -	\$ -	MoneyMinder Subscription	\$ 500.00	\$ -	\$ -
Spirit Nights	\$ 1,000.00	\$ -	\$ -	Office Supplies	\$ 500.00	\$ -	\$ -
Spirit Store	\$ 7,500.00	\$ -	\$ -	Paw Grams	\$ -	\$ -	\$ -
Sponsorships	\$ 5,000.00	\$ 1,588.35	\$ 1,588.35	President's Fund	\$ 500.00	\$ -	\$ -
Spring Carnival	\$ -	\$ -	\$ -	Printing	\$ 250.00	\$ -	\$ -
Sunshine State Parties	\$ -	\$ -	\$ -	Proud Paws Book Sponsor(s)	\$ 1,000.00	\$ -	\$ -
Teacher Appreciation	\$ -	\$ -	\$ -	PTO General Meeting Expense (Pizza, GC, Etc)	\$ 250.00	\$ -	\$ -
Trunk or Treat	\$ -	\$ -	\$ -	PTO School Support (incl 5k for AR for 26-27)	\$ 6,000.00	\$ -	\$ -
Yearbook	\$ -	\$ -	\$ -	Sign-up Genius	\$ 150.00	\$ -	\$ -
Total Income	\$ 81,850.00	\$ 1,588.35	\$ 1,588.35	Spirit Store	\$ 7,500.00	\$ -	\$ -
	26-27 Budget	YTD	Jul-26	Spring Carnival (from Spring Fundraiser)	\$ 5,000.00	\$ -	\$ -
Net Change	\$ (5,110.00)	\$ (808.12)	\$ (808.12)	Sunshine State Parties	\$ 2,500.00	\$ -	\$ -
Bank Balances ending 7/31/26				Tax Filing	\$ 500.00	\$ -	\$ -
PTO	\$ 83,501.50			Teacher Appreciation	\$ 12,000.00	\$ 277.66	\$ 277.66
Media	\$ 1,801.08			Trunk or Treat	\$ -	\$ -	\$ -
5th Grade	\$ 1,150.10			Website/Domain Expense	\$ 500.00	\$ 23.19	\$ 23.19
Total	\$ 86,452.68			Yard Signs	\$ 500.00	\$ 205.00	\$ 205.00
*** 5th Grade & Media Center maintain separate accounts				Yearbook	\$ -	\$ -	\$ -
				Zoom	\$ -	\$ -	\$ -
				Total Expense	\$ 86,960.00	\$ 2,396.47	\$ 2,396.47

2025-2026 FY KCE PTO Budget JUNE 2026 Budget Update							
	25-26 Budget	YTD	June '26		25-26 Budget	YTD	June '26
INCOME				EXPENSES			
Dance/Family Event - Spring	\$ 2,500.00	\$ 3,331.56	\$ -	Bank Fees - Trust	\$ 100.00	\$ 3.08	\$ -
Disney Grants & Company Matching	\$ 1,000.00	\$ 3,264.20	\$ -	Boohoo Breakfast	\$ 50.00	\$ 35.96	\$ -
Fundraising - Fall	\$ 35,000.00	\$ 27,209.52	\$ -	Caring Cougars	\$ 5,000.00	\$ 734.95	\$ -
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Paw Grams	\$ 1,200.00	\$ -	\$ -	Miscellaneous Admin expenses	\$ 750.00	\$ 84.19	\$ -
Printing	\$ -	\$ 7.57	\$ -	Miscellaneous Staff Request (incl Teachers)	\$ 7,500.00	\$ 4,359.47	\$ 596.76
Proud Paws Book Sponsor(s)	\$ 1,200.00	\$ 1,603.94	\$ -	MoneyMinder Subscription	\$ 250.00	\$ 301.41	\$ -
Spirit Nights	\$ 1,000.00	\$ 914.86	\$ -	Office Supplies	\$ 500.00	\$ 218.60	\$ -
Spirit Store	\$ 7,500.00	\$ 7,946.72	\$ 144.15	Paw Grams	\$ 1,200.00	\$ -	\$ -
Sponsorships	\$ 8,000.00	\$ 4,596.54	\$ -	President's Fund	\$ 1,000.00	\$ 319.75	\$ -
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Total	\$ 87,260.80			Yard Signs	\$ 500.00	\$ 310.31	\$ -
*** 5th Grade & Media Center maintain separate accounts				Yearbook	\$ -	\$ 3,410.61	\$ 1,529.47
				Zoom	\$ 250.00	\$ -	\$ -
				Total Expenses	\$ 62,005.00	\$ 90,609.85	\$ 2,126.23

KCE PTO Annual Room Parent Meeting Recap

KCE ROOM PARENT MEETING



ROOM PARENT DUTIES



- SEND A ROSTER LETTER TO COLLECT PARENT CONTACT INFO [TEACHERS CAN'T SHARE THIS WITHOUT PERMISSION]
- STAY INVOLVED WITH PTO EVENTS AND KEEP CLASSROOM PARENTS IN THE LOOP
- DECORATE THE CLASSROOM DOOR
- PLAN AND RUN THE WINTER CLASS PARTY
- SHARE TEACHER APPRECIATION WEEK INFO WITH FAMILIES
- PLAN AND RUN THE END-OF-YEAR CLASS PARTY
- HELP WITH OTHER CLASS ACTIVITIES AS THEY COME UP
- ORGANIZE TEACHER GIFTS FOR HOLIDAYS, BIRTHDAYS, AND END OF YEAR

ROOM PARENT INTRO LETTER

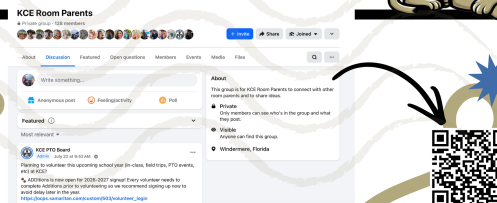


EMAIL WAS SENT TODAY, AUGUST 25TH

DIDN'T RECEIVE IT?
PLEASE EMAIL OUR VOLUNTEER COORDINATOR, TRICIA
AT KCEVOLUNTEERCOORDINATOR@GMAIL.COM
WITH YOUR NAME, TEACHER NAME AND
YOUR PREFERRED CONTACT EMAIL



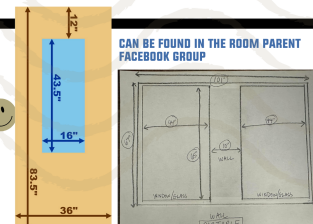
FACEBOOK GROUP



SUGGESTED DOOR THEME: TEAM KCE



DOOR DECORATION



CAN BE FOUND IN THE ROOM PARENT
FACEBOOK GROUP

DOOR DECORATION PARAMETERS

- Paper can be found in the Media Center
- PTO paper is only for the door
- Hallway decor should be limited for fire code
- Always leave any signs uncovered
- Leave the window at least 50% uncovered