

Bondurant-Farrar Elementary PTO Meeting Minutes

Sept. 4, 2025 6:30pm | Morris Elementary Library & Via Zoom

Board Members

Kim Wipperman, Chair | Allison Szurek, Co-Chair
Kelsey Carter, Secretary | Devan Jeffries, Treasurer
Brittany Dowse, Morris School Liaison | Jodi Howie, Anderson School Liaison
Lacey Baldwin, Intermediate School Liaison

Zoom link for those unable to join in person:

<https://us02web.zoom.us/j/82118802092?pwd=Y3lzTEZrWVJrSzdjd1Q1VFZOanpWUT09>

Meeting ID: 821 1880 2092

Passcode: BFPTO

Agenda Item

Owner

1. Welcome

Kim Wipperman

a. Attendance/Introductions/Voting eligibility

- i. Attend two meetings in row you gain voting eligibility, when you miss three in a row you lose eligibility, to regain you have to re attend two meetings in a row. Teachers always have voting rights as long as a team member attends each month.

- 1. Record attendance here: <https://forms.gle/GJ22qFDJybNSzHW37>



2. Review and Approval of May 2025 Minutes

Kim Wipperman

- a.  5.1.25 PTO Meeting Minutes
- b. Approved **\$11,135** in teacher requests
- c. Approved PTO expenses:
 - i. \$14/year PTO website
 - ii. Up to \$30 for Teacher Appreciation t-shirt labels
 - iii. Up to \$2,000 - Read A Thon supplies for kick off
- d. Motion: Brittany, Second: Lacie

3. Review of Treasurer's Report

Devan Jeffries

- a. Current balance of accounts: **\$26,962.00**
- b. Total spendable amount today: **\$12,339.00**
- c. Note that the majority of requests should be handled through the PO process. If necessary for certain circumstances we can also work with you on direct payment to the vendor (i.e. field trip that you need to take a check that day, etc).

- d. Any inquiries regarding payments, expenditures or treasurer related items should be referred to the new BF PTO Treasurer email address! bondurantptotreasurer@gmail.com
- e. In order to help expedite the process when physical checks are needed, please send a representative to the monthly PTO meeting to hand off.

4. Old Business

Kim Wipperman

- a. Apparel link: <https://sascampus.com/collections/bondurant-farrar-pto>
 - i. NEW GEAR!! Will be open year round
- b. New PTO landing page!!! www.bfpto.com
- c. Teacher Appreciation Week - Final tally \$5,315.15 after Foundation's contribution of \$2,365.40
- d. School Supply Packs - 175 packs; 82 optionals
- e. Back to school - PTO table
 - i. Thoughts on how it went/looked? Ideas for the future?
 - ii. [Can reuse the board at conferences; still have lots of hands with QR code to use in future](#)
- f. Ideas for PTO recognition/awareness
 - i. Newsletter blurb; announcements on funding approvals - can include this on our website/facebook as well
 - ii. Give teachers a template to blast out for every approved funding
 - iii. Do a Facebook campaign this summer - Did you know? Series... Thank you Kelsey for doing this over the summer!!

5. New Business

Kim Wipperman

- a. Requests for funds:
 - i. Quick review of our funding request process! [We will have a document with more information finalized and sent out to staff](#)
 - ii. Teacher/Staff Requests:

Requestor	Amount	Date Needed	Description of the request	Payment Type	Decision
Claire Thompson	\$238	9/5/25	We will be taking a 2nd grade field trip to the Des Moines Civic Center to see the musical, "Don't Let the Pigeon Drive the Bus" on October 6th, 2025. This is a part of the Applause Series which only costs \$1 per person attending. **APPROVED VIA EMAIL 8/14/25**	Direct Payment to Vendor: DSM Performing Arts	APPROVED VIA EMAIL 8/14/25
Megan Barber	\$2,400	8/1/25	Parker Basketball Jones student assembly: October 16 Morris and Anderson students (2 separate assemblies - Topic is Kindness) **APPROVED VIA EMAIL 7/16/25**	Direct Payment to Vendor: Parker Jones	APPROVED VIA EMAIL 7/16/25

Carrie Ratliff	\$3,026.99	8/1/25	We are requesting funds to purchase 4 portable two-sided teacher easels. These have magnetic whiteboards, storage, hooks for chart paper, and a place for big books. 6 of our kindergarten teachers have these and love them. Originally staff were given the choice to receive an easel and not everyone chose one. Now we have several new staff members in this grade and I'd love for each classroom to have one.	Purchase Order	Proposal to potentially fund from a memorial fund of a former teacher. Postponing after figuring out the logistics there.
Megan Kula	\$508.20	9/1/25	Post card for our positive notes home to parents; Qty 1400 This will cover the postcards for the entire year.	Purchase Order	Motion: Kevin Vanderlinden Second: Mark Rixner -Approved
Bailey Swearngin	\$250	2/4/26	4th Grade is requesting \$250 for tickets to the Civic Center for a field trip. We will be watching a performance from the Des Moines Civic Center Applause Series, only costing \$1 per ticket. The performance is called Secrets of Space and ties directly to our curriculum. In reading, we have a full unit on learning about space and STEM. We asked for extra tickets, just in case there are move-ins.	Direct Payment to Vendor: DSM Performing Arts	Proposal to postpone to a November meeting.
Abigail Thoman	\$319.99	9/1/25	I would like to put a rug in my 2nd grade classroom that has pre-marked spots for students to sit while learning on the carpet in the front of the room. I typically use Velcro dots on the carpet, but struggle to remove them at the end of the year. Due to their design and quality, I usually end up throwing them away and purchasing new ones for the next school year. With a rug, I wouldn't have to deal with removal difficulties, and I could use a carpet cleaner on it if needed, rather than throwing away the sit spots and getting new ones. (It is located on Amazon and on the Amazon business account that Bondurant-Farrar has.)	Question on how to handle this, since it is an Amazon Business account...	We are going to work through guidelines on how to work through teacher-specific requests
Angie Wilson	\$180	9/11/25	Lindsay Scott and I run the Battle of the Books competition for 5-8 grade at BFCSD. I am in charge of the 4th and 5th grade club. Each year we have about 30 students at the Intermediate school who read 20 different novels throughout the year and then they travel to Grimes for a Tournament to compete against other teams. The library has one copy already but we need two because the books are always in demand! I would like the money to purchase an extra copy of the BOB books. After the competition, some books are put back into the library and the kids on the top Bondurant Teams get to pick a book to keep at the end of the competition!	Purchase Order	Motion: Allison Szurek Second: Jodi Howe -Approved

Chris de la Rosa	\$900	9/8/25	We are requesting \$900 for snacks for elementary at-risk students. We have many students who rely on a daily snack and the money will provide snacks for these students. \$300 for Morris, \$300 for Anderson, \$300 for Intermediate	Purchase Order	Motion for \$450 (\$150 per school): Rania Robb Second: Lacey Baldwin -Approved
Jessica Berk	\$500	9/15/25	The Intermediate special education team is requesting financial support for student rewards, snacks, and treats for students who may need them across the school day.	Gift Card: Wal-Mart PO instead of a GC	Motion to \$300: Jodi Howe Second: Allison Szurek -Approved
Julie Hall	\$1,263.60	9/15/25	We are almost out of lamination. Our machine laminates for various schools (with the exception of Morris). One package of lamination holds two rolls - top/bottom.	Purchase Order	Table for October meeting
McKenzi James	\$1,500	9/18/25	The special education team is requesting \$1,500 total (\$250 for each teacher) for Amazon/Walmart to utilize for food and nonfood based incentives for students with IEPs	Reimbursement Will be PO instead	Motion to \$750: Lacey Baldwin Second: Brittany Dowse -Approved
Mallory Kjar	\$500	9/8/25	The Morris Special education team is requesting \$500 to share among the team. The money will be used for edible reinforcements as well as small tangible items depending on the student's needs. The items depend on our students' needs/interests but range from small fidgets to skittles, goldfish or dum dum suckers.	Purchase Order	Motion to \$250: Brittany Dowse Second: Mark Rixner -Approved
Kelly Peavy	\$668 (change from original request of \$872)	11/13/25	We would love to take our 3rd graders to the live showing of The Nutcracker ballet at the Civic Center in December. This ties into our reading curriculum as we learn about different cultures during the holidays. This would provide a seat for every single third grader and all teachers/paras for 3rd grade.	Direct Payment to Vendor: DSM Performing Arts	Motion: Mark Rixner Second: Brittany Dowse -Approved
Maggie Trecker	\$1,379	10/2/25	Preschool Field Trip to Howell's Pumpkin Patch. \$9 per student. We are taking the AM class on October 2nd and the PM class on October 3rd. 72 students on Thursday, and 79 students on Friday. All staff is free! 151 students total for a grand total price of \$1,359.	Direct Payment to Vendor: Howell's Pumpkin Patch (check delivered by teachers on 10/2)	Motion: Allison Szurek Second: Kelsey Carter -Approved
Mark Rixner	\$2000	9/8/25	We would like to respectfully request \$2,000 for our PBIS at Anderson. This money goes towards prizes and incentives for our students who show Bondurant's Best as well as covering the costs of decor for the Best Nest (formerly the Friendship Table).	Purchase Order	Motion to \$500: Rania Robb Second: Lacey Baldwin -Approved

Mark Rixner	\$800	9/8/25	We would respectfully request \$800 for staff recognition as the days come up on the calendar. We would be using this to get gifts for groups as they are recognized (teachers, paras, nurses, custodial staff etc.)	Purchase Order	Motion to \$400: Lacey Baldwin Second: Brittany Dowse -Approved
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iii. Any other requests?

- Allison Szurek - Requesting \$84.79 to cover mishap with school supply packs
 - a. Motion: Rania Robb, Second: Kevin Vanderlinden **-Approved**
- Big ticket future items we can start to plan for?
 - a. Status on shade sails for the outdoor classroom?
 - b. As of June 5th the concrete was laid for the outdoor classroom but nothing has progressed since. Mark will be sitting down to discuss with the contractor on the status.

iv. Google Form for fund requests: <https://forms.gle/dXwQpzNrTg1FgsuJ9>

b. Read-A-Thon

- i. Theme: Book Your Adventure
- ii. Dates: Wed, Oct 1st - Fri, Oct 17th
- iii. Check-Ins: Tues, Oct 7th & Tues, Oct 14th
- iv. Requests for funds for prizes:
 - Already approved up to \$2000 for kick-off items and check-in prizes at May meeting
 - Up to \$500 for drawing prizes
 - a. Motion: Rania Robb, Second: Allison Szurek **-Approved**
 - 4 \$50 certificates to book fair for top readers
 - a. Motion to use Scholastic dollars, will verify with Becky T. on current amount.
 - Request approval to spend up to \$1 per student that reaches \$50 level - compass keychain
 - Request approval to spend up to \$15 per student that reaches \$100 level - t-shirt
 - a. Approximately 100
 - Request approval to spend up to \$15 per student that reaches \$250 level - a bag
 - a. Approximately 80-90
 - b. Motion: Allison Szurek, Second: Lacey Baldwin **-Approved**
- v. New thing this year - including a more 'general' drawing for anyone who turned in any minutes or money by the deadline. This will be separate from the 'bigger' drawing that will have the same entry criteria as past years.
- vi. We will continue more detailed read-a-thon discussion after this meeting for anyone that would like to stick around for that

- a. Raise Right gift cards - Discussion on value in continuing to offer this? Ideas to promote it more if we keep? [Table for October Meeting](#).
- b. Conference Meals and Fall Book Fair
 - i. Oct. 20th and Oct. 24th - Mark your Calendars!! - Details to come at the Oct. meeting

6. Next Meeting: Monday, September 29th @ 6:30

Kim Wipperman

7. Adjournment: [8:06 pm](#)

Kim Wipperman

Current Voting Eligible Members:

*You become eligible for voting by attending 2 consecutive meetings, you lose your voting eligibility by missing 3 consecutive meetings and then must attend 2 consecutive meetings to gain them back.

Heather Hammond
 Fran O'Toole
 Becky Tenckinck
 Kim Wipperman
 Jodie Howie
 Simmone Spencer-VanGorp
 Rania Robb
 Allison Szurek
 Jenni Lihs
 Lacey Baldwin
 Kelsey Carter
 Brittany Dowse
 Devan Jeffries

Grade Level Teacher Representatives

Attendees:

Arielle	Sexton
Brittany	Dowse
Beth	Menke
Jodi	Howie
Abigail	Thoman
Audra	Campbell
Kevin	VanderLinden
Devan	Jeffries
Lacey	Baldwin

Mallory	Kjar
Brady	Girkin
Amy	Hansen
Angie	Thurman
Mark	Rixner
Bethany	Baratta
Amy	Steuber
Arthur	Cleary
Kay	Gustin
Bailey	Swearngin
Simmons	Spencer-VanGorp
Nicole	Rempe
Stephanie	Ragan
Carrie	Ratliff
Rania	Robb
Kim	Wipperman
Allison	Szurek
Kelsey	Carter