



**PTO Board Meeting:**

Thursday, March 5, 2026, 7:15pm, Zoom

**Agenda:**

**Attendees:**

- Tawnya Thomas, President
- Rachel Pierson, Co-President
- Staci Trinh, Treasurer
- Angela Dewey, Volunteer Coordinator
- Nicole Wieteska, Communication Chair
- Bridgette Macke, Secretary
- Sarah Jones, Principal

- Sarah's Needs (new projects, cardstock, flex seats, tissue, etc.)
- Science Fair
- Carnival/baskets/helpers
- Fun run
- Volunteers
- New board
- Budget
- Pi day
- Rock wall

**Minutes: 7:18 pm**

Carnival	<ul style="list-style-type: none"> <li>● Tawnya is meeting with Liz and Nancy Monday, will have more of an update after, flyers should go out soon, Tawnya will ask Tami, teachers will start submitting experiences</li> <li>● Angela: 4 people so far to volunteer</li> </ul>
Fun Run	<ul style="list-style-type: none"> <li>● Dankoff will submit another logo by Sunday so we can vote for the theme/shirt design</li> <li>● Banners and signs up hopefully at the 2 month countdown</li> <li>● Everything is going great and submitted what we need to so far</li> <li>● 70 runners signed up so far, usually lots of sign ups right at t-shirt cut off</li> <li>● At \$3000 now, trying to get to \$10,000</li> </ul>
Board	<ul style="list-style-type: none"> <li>● Angela needs descriptions of job titles for new board members</li> <li>● Someone potentially interested in co-president or president</li> <li>● Looking to someone for Treasurer</li> </ul>
Sarah's needs	<ul style="list-style-type: none"> <li>● Submitted 4 projects - moving card reader to the other door, turning the indoor planter box into seating area - indoor planter box has been a problem, atrium (minus the mural - separate process, picnic tables outside of gym. Prices came back (see text),</li> <li>● Teachers have asked for cardstock, everyone would like tissues, flexible</li> </ul>

	<p>seating (ex. Flat pads that go on floor with backs (some in library)) - ~\$80/piece - Sarah would like to do the 4 projects first and mural, maybe we buy those in the spring after budget has shaken out a bit</p> <ul style="list-style-type: none"> <li>● Rock wall - Sarah has followed up twice, likely able to do it since Verne Duncan has one, but no final answer yet.</li> <li>● 2 authors this week - both were great, one was free, one had a charge, PTO could donate toward if they would like, staff was so impressed with the Tuesday author, they would like to buy more of the books by that author (A Kids Book on...), a great way to touch on morning meetings, author got in touch with wholesaler</li> <li>● Mystery singer - PTO did some prizes, next Thursday will do another one, a little different, PTO offered to do coffee cards for teachers and we already have enough stickers</li> <li>● Next week to lead up to talent show staff will showcase their talent in a daily game where classes will guess whose secret talent it is, small prize</li> <li>● PTO is doing some mini pies for Pi day</li> <li>● Trying to think of ways to increase morale over the last few months</li> <li>● Flyer will come home for raffle basket contributions to earn a spirit day</li> <li>● Next steps for what we need to do to proceed - vote or approve indoor planter box and atrium they will do that over spring break</li> </ul>
<p>Science Fair</p>	<ul style="list-style-type: none"> <li>● Bridgette and Sarah met about what it could look like, meeting next week with district science person for more ideas</li> <li>● Thinking Earth Day Science Fair - Bridgette will come up with categories, all K-5 can sign up to enter a project into those categories, thinking about engineering and all different kinds of science, students would bring projects on Earth day, they would come out of class the morning of to present to a small panel</li> <li>● Evening - at middle school, April 22 start at 5:00, Wednesday night and no school on Friday, would love for PTO to sponsor pizza and ribbons, we'll have a rough estimate when people enter their projects. This is the first year, trying to start small. Students can work as a group or in partners, just want it to be fun and an entry point to think about science, categories will be broad, Bridgette will send out resources to families for "easier" projects</li> <li>● Going to finalize details next week and things will go out before spring break, sign up due 15th</li> <li>● Bridgette will do social post as well</li> <li>● Can announce at member meeting, information should go home some time that week</li> </ul>
<p>OBOB</p>	<ul style="list-style-type: none"> <li>● School championship battle was awesome, so many kids have been excited about reading, 4th/5th students were so respectful</li> </ul>

## Budget

- Field day at Nelson - can PTO pay for buses, line item potentially so that it can be annual
- If it goes well maybe do jog-a-thon at Nelson?
- Tami is working on reserving buses, can get price tomorrow
  
- Angela reserved KingPins - they open at 10, could we do 9-11? Quote is ~\$1700, could do doughnuts, June 9 \$875 for deposit, there is another school there at 10, \$1750 altogether
- Sarah has concerns about being there with another school, another time could work? Sarah will think on date and times and try to figure another option and will give Angela different options to ask about
  
- Staci: we set up a total budget and allotted to certain things, we need to ask general members for more, we need to look at what we don't need and see what we actually need to ask for
  
- 5th grade budget is \$6700, \$2500 is for party site, seems ok in that area so far, budget is generous this year
  
- Atrium is 15,000, Indoor planter 16000, door Badge 1100, Outdoor tables is 9600, Buffer of 4300 to ask to members (lumped all into atrium)
- 46,000 for all 4 projects, new ask is 26,000, 20,000 was previously approved
- Staci needs to get it into this calendar year, Sarah: if it's done over spring break we will get the invoice very quickly, guess is end of April
- Move mural to next school year?
  
- Staci is looking at how we can absorb some atrium into budget
  
- Sarah: \$250 tissue, \$250 cardstock, author books: we are using the \$2000 that was already set aside, not asking for any additional money for that, on Monday will find out how much books are,
  
- Education enrichment - author presentation was \$1200, school paid without expectation to pay, PTO has budgeted \$1000, if PTO pays that then the school can use the money to buy the author's books
- Staci: PTO can pay \$1000 for author visit and \$1000 for books
- Sarah: We have already spent \$800 for some books and bookmarks, so is it \$200 left or \$1000 left? Lets go with \$200
- We have ~\$3100 education assemblies allotted, if we aren't going to do those we can reshuffle from that
- Sarah: district gives us about 3000 for arts assemblies, we booked 2 assemblies and came to 3400, we will call one of them the jog a thon assembly because we didn't do that yet, so PTO can spend 400 for the jog a thon assembly and that could leave money to do pizza for science fair, this fall when we bought 100 pizzas it was 1200, wont be anywhere near that

	<ul style="list-style-type: none"> <li>• Flexible seating - Staci doesn't think we have enough left, we'd need to ask members, Sarah: lets take out chairs and put into budget for next year</li> <li>• Staci did net reduction shifts and net increase shifts to make new asks match up with pre-determined budget, thinks we have \$4700 currently, about half of it might look available, Staci will monitor each month</li> <li>• Sarah would like to add a line for field day buses to ask members for instead of shifting unused funds from other accounts, Staci agrees, guess to be \$1000+</li> <li>• School spirit account is only ~800 left, the rest of money is going toward Earth Day</li> <li>• Stipend spend is at 32%, Staci got some in but hasn't inputted yet, Sarah will remind teachers to submit their stipend costs, though some of it comes with end of year activities</li> <li>• Rugs 480/1000 was spent, Sarah thinks all rugs have been purchased</li> <li>• Staci will help to file taxes and present next year's budget in September and help with transition to new treasurer</li> </ul>
<i>Rock wall</i>	<ul style="list-style-type: none"> <li>• Sarah is still working on it</li> </ul>
<i>Pi Day</i>	<ul style="list-style-type: none"> <li>• Technically 3.14 (sat) will order pies for staff, Angela is going to help with vegan options</li> </ul>

## Action Item Tracker

✓ Action Item	Task	👤 Point Person	📌 Status
		👤 Person	Not started ▾
		👤 Person	Not started ▾
		👤 Person	Not started ▾
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