

December 2025 PTO Board Meeting Minutes

Date: 12/5/2025

Attendance: Jamilyn Liebler, Lauren Pleiss, Jackie Davenport, Allie Spencer, Kristin Lester, Julia Mehaffey

Committee Member Update

- Erica- Daddy/Daughter Dance: Date, Ideas, Thoughts, Needs
- Julia- Holiday Cookie Walk: 12/15
 - Decorations, Collection, Order Boxes
 - Set up the table the Friday before so it's ready to go Monday morning (table cloth, lights, small decor, leave room for LOTS of cookies)
 - Plan to arrive by 8am on Monday, meet in teachers lounge
 - Decorate the carts (wrapping)
 - Planning on wearing festive sweaters
 - Flyers went out
 - Volunteers: Requested Signup Genius for 10 volunteers (5 in the front, 5 in the back)
 - Shopping cart in the teachers lounge that they can use to transport cookies
 - People in lounge will unload and set up cookies on table
 - 7:15am: Allie will be there Monday morning to get the Hough Jazz Band set up the chairs
 - End of day: box up what is leftover to give to bus drivers
- Jen- Room Parent Wrangler: Update from 12/4 Parent meeting, needs, wants
 - Consider PTO ensuring a minimum class collective gift and incorporating full/partial fulfillment of classroom wishlists (commitment made re Cougar Dash proceeds)
 - Allie to send out a Save The Date to remind parents and highlight upcoming teacher collection efforts by Room Parents.
 - PTO will confirm party time before reminders distributed

Twelve Days of Cornelius

- 12/4: Start of the Event
- 12/5: Snack Cart for teachers (Holbrook is doing this and we will reimburse her)
- 12/9: Book Fair vouchers go out to Teachers (delivered?)
- 12/10: Hot Chocolate Bar (to be covered by Jackie Jenkins and her Committee, 8am)
- 12/11: Lunch for Staff (McCallisters boxed lunches to be delivered at 11am.)
- 12/15: Cookie Walk (Hough Band coming to play from 7:45-8:15)
 - Cookie Walk flyers to go into teacher mailboxes by Tuesday, 12/9- Allie
 - Cookie Walk push through Social Media during week of 12/8- Allie
- 12/18-Breakfast items for teachers (Holbrook is doing this and we will reimburse her)

Cougar Dash Recap

- Update on Final Cash Out: Bring Up Sarah's Info (Booster)
- Decision for Next Year: Yes/No and choose a date, Pros, Cons

- Pros: set up ease, videos, daily drop prizes, dashboard provides daily prize distribution lists and running totals
 - Cons: considerable fees, less flexibility of date
- Jackie: Are all reimbursements done? Money Deposited?
- PTO to honor commitment of 15% from Cougar Dash to fund teacher classroom wishlists
 - Cougar Dash Thank you: 27 classrooms + 5 specials; 33 other staff members = 65 total staff members (\$100 gift cards) - Jackie to order, give to Jamilyn to assemble, Allie to order stickers
 - Deliver with sticker acknowledging from the Cougar Dash
 - Send picture to Allie to post
- Last year: \$49K raised - \$5800 expenses (including \$4K in prizes)
 - Used School Funder as online donation site (2.9% credit card fee)
- This year: Collectively about \$2K more net raised using Booster
- Ideas for next year
 - Scaling back a Booster service level - does not incorporate day-of event support, but still includes platform, curated prizes, daily prize reports
 - DJ for music
 - MC
 - Water
 - Setting up courses, etc
 - Similar event incorporating Mr. L
 - Try to negotiate Booster fees down to level that PTO is comfortable with; push for cash/check donations. Negotiation suggestions:
 - Cap threshold of fees over \$50K
 - Support fee to 15%
 - Shared support at 20% in early November
 - Keep November, preferably earlier November
 - Scale back student run time to under 20 minutes (too long this year)
 - PTO committee will provide water support, longer presentation
 - Is there an option to just use the Fundraising Platform? 5-15% credit card fees depending on donor fee coverage.
 - Jamilyn, Jackie and Kristin will schedule a Zoom meeting with Booster rep to recap negotiation points and discuss our future partnership opportunities and requirements.

Finances Overall (Jackie)

- Fitch and East Grants - waiting on Checks (Jackie will pick up from the bank)
- Recommend everything pertaining to staff/teacher support be put together under Hospitality.
 - Can line item bigger events (>\$1000) for tracking.
- Beautification: \$700 left in budget. Recommend committee spruce up the area by parent pickup for the Holbrook Little Library dedication ceremony
- Hospitality: \$5200 left in budget. Does not include Cookie Walk, holiday stuff

- Grants: Budgeted \$26,500; spent \$18,000; \$8,500 left in budget
- PTO admin: Budgeted \$5K, \$2500 left
- Fundraiser Events: Book Fair, Silent Auction, Cougar Dash (Jackie to incorporate Booster fees into)
- Principal L selected what he would like from the Spirit Wear - Jamilyn will send list to Jackie to purchase

Yearbook

- Call scheduled for next week to discuss options - Jamilyn and Allie to meet him to discuss bulk order (600)
- We need to use this company, so we have to decide if we want to pre-order them and have them on hand, or if we push out and have parents order them online.
- Jamilyn needs info to bring to the call next week—thoughts, ideas
- Recommend providing free or reduced cost yearbooks to students in lieu of summer reading books

CES Tour Schedule

- 12/15 @ Noon - Jamilyn, Allie, Jackie, Kristin
- 1/12 @ Noon - Allie
- 1/16 @ 9am - Jackie
- 2/9 @ Noon - Jamilyn
- 2/27 @ 9am - Jackie
- 3/9 @ Noon - Kristin
- 3/20 @ 9am - Lauren

Upcoming Events

- Daddy/Daughter Dance- Date, Theme
- Celebrate the Arts and Talent Show Date, Theme and Reach Out to Gibson
- Invites for Jan: Daddy/Daughter, Celebrate the Arts, Talent Show, Mother/Son Dance
- Lungarini Cornelius spiritwear- Jamilyn emailed him to check on this
- Beautification - Contact to spruce up Holbrook's library area (Kate Curril)

Next Meeting

- Invite CTA, talent show, Daddy/Daughter, Mother/Son committee leads
- Holiday gifts from PTO: Flors, Trafford, Moore, Holbrook
- Music performance recommendations to discuss with Principal L and Ms Tomme
 - Recommend later time of 6:30/7pm (vs 6pm given traffic at that hour)
 - Avoid December; recommend before Thanksgiving
 - Lengthen performance; current runtime is 15 minutes max
- Officer Rowe - timing of retirement (Kristin contacted him - as of now, he's planning for March 2026); coordinate send off appreciation event for him
- Holbrook retirement: Provide a card box and cards for parents to offer well wishes. Retirement balloons, big picture, multiple cards.

