

OCTOBER 17, 2025

BOARD MEETING MINUTES

Attendance: Jamilyn Liebler, Lauren Pleiss, Jackie Davenport, Allie Spencer, Kristin Lester, Amy Hennen, Lisa Szafarczyk

COUGAR DASH: Lauren, Jamilyn

- Update on upcoming Action Items that have been requested by Booster (Jamilyn and Lauren)
- Promotional video being shot Monday 10/20: Will emphasize \$12K for new rugs, Cougar Connect \$3200, bike racks, updated Chrome Books, grants/clubs (new Lego club), renewing professional development, Donors Choice, teacher wishlist items (pledge to dedicate a certain %), xylophone, butterfly waystation, staff gift cards, Exceeded Growth celebration (EOGs), parent/child dance reduced ticket price (incorporate price reduction reminder on promotion and tickets; "Thanks to the Cougar Dash")
- Jamilyn, Lauren meeting with Booster rep
 - Will discuss
 - logistics of revenue flow
 - if Booster will provide tax receipts to donors
 - company matching logistics
 - classroom incentives
- Gifts and samples should be provided next week
- Volunteer needs for prize sorting and delivery
- Pep rally 11/12 @ 9:30am (3-5), 10am (K-2)
- Prizes for photos (for Pep Rally)
- Declining to provide tshirts this year due to November timing (kids may be wearing jackets)
- Palm Berries - would like to provide samples during the dash - Allie contact
- Consider providing cheering supplies on-site for parents during Dash
- Promote spirit wear before the Dash

FINANCIAL UPDATE: Jackie

- Budget Report and Bank Account review
 - Current in totality: ~\$25K in bank, not including \$17,900 -> trending towards \$42K (not including Cougar Dash in November)
 - Grants/Clubs: ~\$11K left; \$20K budgeted
 - PTO admin: ~\$2K left
 - May consider reclassifying some of the PTO Admin expenses into the Hospitality budget, especially with regard to teacher lounge / bathroom supplies, etc.
 - Hospitality: ~\$6700 remaining

- Teacher appreciation currently within Hospitality budget (budgeted \$5000, may be more between \$3500-4500 so we might not need the full budgeted amount)
- Will there be a staff meeting (as in past years when they did a Data Day to analyze survey results, etc)? In the past, PTO paid for $\frac{1}{2}$ day substitutes during that meeting. Jamilyn to follow up with Principal Holbrook.
- Check out to Library Guild
- Teacher wish lists; consider pledging a certain % from Cougar Dash towards fulfillment
- Grant fulfillment updates
 - Trass - storytime product, storage containers and laminating, board games
 - Bunyan
- Consider sponsorship for club t-shirts (Lakeside Tees or YourLogoWear): show choir, robotics, battle of the books, mathapalooza, student council, fiber arts (estimate about 100 tshirts)
 - Constraint of price (\$10-15) and design complexity
 - Jamilyn will send out email to club lead teachers

AUCTION WRAP UP: Lisa, Amy

- \$17,900 brought in (approx)!
 - Top items: braces, 2 cabins, teacher breakfasts, kick-it with 5th grade teacher experience
 - Most of the folks who purchased teacher experiences, also purchased other items
 - Does not include additional independent donation of ~\$2,000
 - Approx \$700 spent on teacher experience expenses (reimbursed teachers)
- All items delivered
- Teacher incentive gifts
 - Raffle drawing \$150 Amazon card, \$25 Amazon cards, lunch gift cards
 - Teacher breakfasts delivered (Eggs Up Grill); will email teachers to ensure they know that's from the Auction (donated 50 cards for free entree/drink). Eggs Up also donated kids' breakfast cards, enough for whole student body; suggest using them for Cougar Dash.
- Parking spots- New signs coming soon
- Will plan to do hand written thank you cards to businesses for their donation items
- Consider for next year
 - Apply funds raised by Teacher Experiences directly back towards those teachers' wish lists
 - Announce teacher experiences in classroom to get kids excited
 - Consider asking lunch places to donate gift cards for teacher appreciation (for a teacher experience)

PTO PROJECTS

- **Inventory for the lounge and bathrooms**
 - Kristin sent Amazon links to Jackie for mints, coffee, creamer refresh.
 - Kristin will check on personal items stock.
- **General Updates**
 - Clubs as of now (Hopefully have a better picture on 10/31-Admin meeting)
 - PTO to cover front staff and support staff for TAW/Holidays (not assigned to a classroom)
 - Moore
 - Holbrook
 - Flors
 - Trafford
 - Barfield
 - East
 - Fitch
 - Set date for next Room Parent meeting for the winter party (party date 12/19)
review ideally first week of December
 - Suggested: December 4 @ 9am, cafeteria
 - Lauren will reach out to Jenn Sipp to see if date works for her
 - Potential pediatric dental sponsor interested in supporting the school and/or event - will suggest for teacher appreciation week
 - Yearbook Meeting (Jamilyn and Lauren)
 - Potential new yearbook vendor identified - Jamilyn
 - Winter staff party, potentially including retirement celebration for Principal Holbrook
- **Communications**
 - Cougar Dash posts (dates are ready to roll) - Allie
 - Newsletter content
 - Marquee updates
 - Workdays - 11/4, 11/26
 - Veterans Day - 11/11
 - Early Release - 11/19
 - Cougar Dash - 11/20
 - Thanksgiving - 11/27-28