

SEPTEMBER 19, 2025 @ 9:30am

BOARD MEETING AGENDA

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

COMMITTEE CHAIR UPDATES

- **Staff Spirit Team-** Jackie Jenkins
 - 2 people spearheading event each month's staff spirit event.
 - Trail mix event was a huge success! Jackie made a plan for the year, shared with Principal Holbrook who was happy with the plan. Cost was ~\$125.
 - Next event is a coffee bar with pumpkin treats.
 - Coffee Republic has offered to potentially sponsor event throughout the school year (contact Kalea Flynn). Dunkin' Donuts is a potential sponsor as well.
- **Room Parent-** Jenn Sipp
 - PowerTime is changing to a different format (Quarterly Pause instead: assembly or awards ceremony or other). TBD as to necessary parent involvement. Handbook and link sent to room parents. Room parent meeting 9/25.
 - Coffee and 1 item of free merchandise will be offered at meeting.
 - Potential idea to offer something for room parent or volunteer to wear when working on campus as identification to staff and students.
 - Idea to cover room parent end of year gifts so teachers don't feel obligated to cover cost.
- **Beautification** - Kate Curr (Butterfly Update)
 - Proposed idea: Official monarch butterfly waystation. If approved, plants need to be ordered by end of month (\$250-350), planting date in October to establish root system before cold weather.
 - Lauren will reach out to Principal Holbrook about addressing the pothole by the spirit rock.
- **Silent Auction-** Lisa Szafarczyk and Amy Hennon
 - ~83 listings currently, working on a few items to get photos, teachers have donated activities
 - Needs / budget questions: 2 canvases for Ms Gibson, snacks/gatorades for Mr Rosebrook, pizza for 4th grade event, donuts for a teacher experience was donated.
 - Budgeted \$800 for expenses (cover any potential out of pocket expenses for teacher experiences)
 - Will advertise at the room parent meeting on 9/25
 - Consider a presentation to the students about the teacher experiences to drum up excitement. Develop a consolidated sheet of teacher experiences only for folders and teachers to highlight in class.
 - Learn Music has committed to donate to the school as well.
 - Auction site is live now to preview items
 - Remind grandparents, relatives, friends etc to help bid on auction items.
 - Any applicable expiration dates for prizes will be stated on bidding site and communicated to winners

- May reach out to a few other restaurants to solicit donations

FINANCIAL UPDATE - Jackie Davenport

- Budget Report and Bank Account review
 - \$24K spent out of \$59K for the year, approx \$30,500 remaining
- Merch sales from Meet The Teacher Night
 - \$633 earned at MTT event sales of previous year merchandise
- Audit of 2024/2025??? (Jackie, Jamilyn, Beth) **SIGN FORM—Jackie- still need to do this?**
- **Spirit Wear**
 - 5th grade shirt donation- ?? Thoughts
 - November Fun Run school wide t-shirts ??? Thoughts
 - Reaching out to potential sponsors
- **Auction Update/Needs- Lisa/Amy**
 - Update/Status
 - Budget estimates (website, teacher costs, Holbrook costs, Cougar ticket raffle, Teacher Experience raffle)
 - Assign roles for Board to help (if needed)
 - Need help with follow ups on dates etc?
 - Item pick ups (if any)
 - Winner deliveries (who will do this)
 - Jackie and Allie to verify how funds from Auction get transferred to the PTO account (linked to Paypal account with PTO admin email address)
- **Cougar Dash/Fun Run - Jamilyn/Lauren**
 - Deliver information to board based on our Tuesday, Sept. 16 meeting
 - Space themed, daily prizes leading up to the dash
 - Questions from Board??
 - Prize discussion (show the board)
 - Pep rally date/how does this look/ clear the date with Holbrook and Moore
 - Printing and Posts–Flyers to go home
 - Angell's husband's family has offered to facilitate Cougar Dash tshirts; Pediatric Dentistry is interested in sponsoring as well, possibly as a tshirt sponsor for the Dash. First right of sponsorship refusal will be extended to Dentistry by Design.
 - Video advertising available from Booster; include specifics about what we're raising money for and fundraising goal; feature Holbrook and Moore; highlight new platform; 10/29 deadline for video filming
 - Booster gets 35% of fundraising (they provide all the behind the scenes, day of setup, refreshments (water stations), rally items, tunnel, website management, prizes, team)
 - Do we need to call Parks/Rec to reserve the fields for setup at 6am? Will reach out to verify.
- Grants and hospitality has be budgeted for but not paid yet
- Teacher gift cards are purchased and will be delivered individually
 - Teachers/specials/TA with a classroom - \$50 gift cards now with a \$50 refresh in January
- Clubs - professional development, grants and clubs
 - \$100 budgeted per club

- Club leaders are responsible for sourcing T-shirt vendors (Lakeside Tees or other). Consider engaging Matt (Lauren's contact) as a point of contact to help with design, etc.

COMMUNICATIONS UPDATE - Allie Spencer

- Concerns?
- Room Parent update/concerns
- Cougar Dash/Fun Run posts
- Allie in process of updating the calendar's TBD placeholders and will reprint and distribute in January for spring calendar
- Will highlight new auction items added

GENERAL UPDATES - Jamilyn Liebler

- Club update coming end of Sept/October- Heffner

Upcoming Events

- 9/25- Room Parent meeting, 9:00am, cafeteria - Jamilyn, Lauren and Kristin to represent the PTO board at meeting
- 9/26-9/28 Auction Time
- 9/29- PTO Admin Meeting (Jamilyn and Lauren)

Marquee Updates - Kristin

- Any early release or teacher workdays - 10/1 early dismissal, 10/2 no school
- 10/9 picture day
- Other dates?