

# PTO Executive Board Meeting Minutes

Tuesday, 11/14/2023, 7:30 PM- 9:15 PM

Zoom

**Attendees:** Susan Krieg, Co-President; Julia Ringkamp, Co-President; Crystal Hoffmann, VP Community; Lauren Bruno, Treasurer; Kerri Goodson, Corresponding Secretary; Anna Sears, Director, DEI; Christy Curtis, Auditor; Andrea Sullivan, Co-VP Events; Jackie Johanning, Co-VP Events; Maren Mellem, VP Admin/Communication; Andrea Taylor, VP Fundraising

**Absent:** Bill Senti, Principal; Meg Holliday, Assistant Principal; Christi Rejent, Social Media Liaison; John Helmig, Teacher Liaison

## **Principals: Bill Senti/Meg Holliday**

- No updates

## **Teacher Liaison: John Helmig**

- No updates

## **President Report: Susan Krieg & Julia Ringkamp**

- **October Meeting Minutes** reviewed and approved
- **General PTO Meeting (Mental Health Matters):**
  - Great, engaging topic
  - Attendance: 10 in person; 7 on Zoom
  - Zoom recording and handouts have been posted on the PTO webpage. Will include recording link in upcoming Friday Bulletin (*Completed 11/17/23*)
- **Book Fair:**
  - Current chairs (Laura Merello and Stephanie Pisani) will be leaving the position due to having graduating 5<sup>th</sup> graders. New Chairs have been selected for next year: Christy Curtis, Kerri Goodson and Annie Truebe
  - Discussed giving a percentage of the proceeds to classroom teachers. Currently all goes to the Library
  - Discussed possibility of increasing fair to twice a year (Fall and Spring Conferences)
- **Playground Update:**
  - Met with NuToys and should receive a bid soon. Have not received responses from GameTime or All-Inclusive Rec. Hoping to be able to compare options and narrow choices to have an open forum in January 2024 for feedback. Targeting replacement this summer 2024
- **Membership Toolkit:**
  - All PTO committee signups are loaded. Please use these lists for future communication
  - Check with committee chairs to see if there are other committees that should be added
- **Halloween Fun Night Recap:**
  - Large turnout: 650 attended (last year, roughly 350 attendees). This was likely due to offering free pizza, weather being nicer during the day and including the costume parade
  - Need more volunteers next year
  - Next year plan to have set times for each event (parade, trunk or treat, movie). Many missed out on one or more activities due to them occurring at the same time.

- **Trunk of Treat:**
  - Plan to assign 2 large bags of candy per car (ran low this year)
  - Discussed going back to tables from cars due to activity being very congested and hard to navigate

**Treasurer: Lauren Bruno**

- Susan to check mailbox for a BEST FUNDS requests

**VP Administration/Communications: Maren Mellem**

- **Fall Party Survey** sent to room parents and party attendees to gather information on format, activities offered, and snacks provided. Goal is to create a template for grade level parties starting next school. Will continue to send surveys after Winter and Spring parties.
- **Trivia Night Auction Baskets:** Will be reaching out to room parents about creating one auction basket per grade level. Discussed creating Amazon wish lists for baskets and assigning a theme per basket to avoid duplicates

**VP Events: Andrea Sullivan and Jackie Johanning**

- **Events Committee:** First meeting coming up with the plan to finalize events, dates and to delegate tasks
  - **Dates to be Determined:** Art Fest/Book Swap, Stuffed Animal Sleepover
  - **Blacktop Ball:** Tentatively 5/3/24
- **Winter Event:**
  - Lauren to determine budget. May ask for some contribution/suggested cost per person since it is an offsite event
  - Estimating roughly 300 people based on previous off site events and estimating less will attend compared to on site events (Halloween 2023- 650 people)
  - Discussed options: ice skating (high risk of injury), bowling, Rock N Jump, Magic House, roller skating, utilizing gym space at the Rec Center

**VP Community: Crystal Hoffmann**

- **Beautification Committee:**
  - Budget needed for indoor plants: \$250
  - There is minimal natural light in hallways, therefore, will be starting with some smaller plantings to ensure they thrive before spending more money on larger pots with plantings.
  - Purchasing 6 potted plants, 2 spider plants, pully system and hooks
  - Would like to see about obtaining a grant from the Women's Webster Garden Club for a vertical garden with a light
- **Staff Appreciation Committee:**
  - Need a date for gift card fundraiser

**VP Fundraising: Andrea Taylor**

- **Dine Out Night at Cyrano's:** 12/4: 20 percent of proceeds goes back to Bristol
- **Trivia Night:**
  - Changing format to Musical Bingo from a traditional Trivia Night. This will better align with music theme and hopefully increase engagement. (Biggest feedback received from last year was attendees wished event was more social and engaging). Plan to return to traditional format next year. Hixson just hosted a bingo night which was hugely successful
  - Need to hire someone to host/MC
  - Working with Mr. Helmig to create a photo collage of students' hands per grade level to auction off

- **One and Done Campaign/Give Smart:** Discussed rolling out prior to 2024 for individuals wanting to claim tax deductions for 2023

**Auditor: Christy Curtis**

- No updates

**Corresponding Secretary: Kerri Goodson**

- Calendar of Events for PTO webpage: will update with future events once Events Committee meets

**Social Media Liaison: Christi Rejent**

- Received increased Facebook engagement on Halloween photos. Please continue to send Christi photos of future activities to post

**Diversity and Inclusion Representative: Anna Sears**

- **Bristol Equity (BE) Parents** met on 11/7/23
  - **Next meeting:** 1/24 at 6:30- 8PM WG Library meeting room
  - Reviewed and discussed Bristol Fall Panorama Culture and Climate Survey results and would like to discuss results with Meg Holliday and Bill Senti
  - Plan to create an **equity & inclusion checklist** of considerations for the PTO to reference when planning events. BE Parents will collaborate with the events committee and be available to help with accommodations, so this does not create extra work for PTO organizers. Examples include:
    - Have we labeled for allergens (minimum) or excluded certain foods like peanuts (ideal)?
    - Are restrooms accessible to guests (obvious where they are and how to access without stairs)?
    - Are accessible parking spaces available?
    - Are quiet areas available for participants? (sensory sensitivities, nursing, prayer, etc.)
    - Are chairs available?
    - Have we considered who might *not* be able to participate in this? What barriers exist to participation? (funding, schedule, etc.)
  - Discussed a **culture-focused event**. Danielle Petersen is interested in being the lead on this event.
    - Background: Hudson created a culture day as one response to their Panorama survey results. This is during the school day and kids are encouraged to visit different classrooms to experience different cultures. This year the day encouraged students to explore deaf culture, E-sports, Dia de Los Muertos, etc.
- **Chess Clubs (cross-school leaders):**
  - All WG chess club leaders met on 11/13 over Zoom to create community, collaborate re: planning and a tournament, and discuss funding needs and equity considerations
  - Trial model for cross-school funding through WG Community Foundation.
  - **Spring Session** sounds likely, but to be determined. Will likely decrease to one hour classes
- **PTO Equity Committee (cross-school equity representatives):**
  - Met on 10/16 to plan an organized event/speaker for 2/12/2024 from 6:30 - 8 PM at Hixon Auditorium
  - Next meeting is 12/11/23

**Future Executive Board PTO Meetings:**

- December 12, 2023
- January 9, 2024
- February 13, 2024
- March 12, 2024
- April 9, 2024
- May 14, 2024

*Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 12.7.2023*