

PTO Exec Board Meeting Minutes

Tuesday, 9/12/2023, 7:30 PM- 9:30 PM

Llewelyn's Pub

Attendees: Bill Senti, Principal; Susan Krieg, Co-President; Julia Ringkamp, Co-President; Maren Mellem, VP Admin/Communication; Crystal Hoffmann, VP Community; Lauren Bruno, Treasurer; Kerri Goodson, Corresponding Secretary; John Helmig, Teacher Liaison; Anna Sears, Director, DEI; Christy Curtis, Auditor

Absent: Meg Holliday, Assistant Principal; TBD, VP Events; Andrea Taylor, VP Fundraising; Christi Rejent, Social Media Liaison

Principals: Bill Senti/Meg Holliday

- **HEPA Air Filtration Units:** Through funding from a grant from The Department of Health and Human Services, one unit has been installed in each classroom, several large units have been placed in the cafeteria and throughout the building.
- **New Bike Rack** has been ordered for Gore (near the people gate). Families are encouraged to use bike locks to secure bikes to racks. The rack will be delivered within the next two weeks.
- **Facility Update:** Front water management work to begin in two weeks to manage water from entering foundation. This includes water proofing, drain placement and shrub removal. Most of the work to be completed outside of school hours. Once completed, if needed, landscaping ideas and new plantings will be revisited.
- **Classroom Celebrations**
 - **Dates:**
 - Friday, September 22nd: Fall Party 1:30- 2:30 PM
 - Thursday, December 21st: Winter Party
 - Thursday, March 14th: Spring Party
 - Changes to party themes are to align with the rest of the district elementary schools. They are no longer tied to a specific holiday and will be seasonal themed. By celebrating the seasons, we can focus on the unique aspects of each time of year and create a fun and educational experience for everyone. We will still incorporate some traditional seasonal elements into our parties. (Example: snowman building at the Winter party). There will be no Halloween parade moving forward.
 - Discussed having spirit/theme days on Halloween and party days
- **Indoor Plants:** Thinking about the possibility of incorporating living plants throughout the building for aesthetic purposes and to further improve air quality. Need to seek out advice from a horticulturist on which safe/healthy indoor plants to include.
- **Arrival/Dismissal Feedback:** The new process appears to be going smoothly and more efficiently. No complaints or issues have been noted at this time.

Teacher Liaison: John Helmig

- The beginning of the year teacher cash gift was greatly appreciated especially since teachers do not receive their first paycheck until the end of August.

- **Room Parent Idea:** Next school year, possibly have parents sign up to facilitate a party or single event instead of signing up to manage all classroom events for the year. The thought is this would be less intimidating and would encourage more sign-ups

President Report: Susan Krieg & Julia Ringkamp

- [May Meeting Minutes](#) approved
- [By-Laws](#): reviewed changes listed below:
 - Clarified that funds collected only go to Bristol and no outside organizations
 - Every member of the Executive Board is a voting member
 - Welcome Committee is longer part of Executive Board and is no longer required to attend meetings
 - All board members are expected to attend at least 75% of meetings
- [Meet the PTO Doc](#)
 - Please review and makes changed if needed
 - Kerri Goodson to post on website once completed
- **Goals**
 - Find a meaningful way to place earned funding back into Bristol efficiently and quickly (have a large budget reserve from last year)
 - Discussed rolling out small playground improvements and replacing classroom furniture in stages
 - Use the funds we have already raised and follow through with existing plans
 - Increase total number of events
 - Will continue to add goals throughout the year
- **Calendar**
 - **Executive Meetings** to be held on the 2nd Tuesday of the month at 7:30. Next meeting will be held on Zoom on October 10th. All meetings moving forward to be held on Zoom. The last meeting of the school year will be in person.
 - **General Meetings** will be one per semester (all parents are welcome to attend and depending on the topic presented, childcare may be provided). First meeting to be held sometime within the first two weeks of November. The second meeting to be determined (likely March 2024).
 - Topic ideas:
 - Fall Meeting: Internet safety
 - Spring Meeting: Playground updates
 - **PTO Calendar**- Instead of a calendar, a running list of events to be posted on webpage. This will include class parties and outside events. Link to webpage to be posted in weekly bulletin email and on upcoming newsletter
- **PTO Retreat Recap**
 - All board members should have received an PTO Leadership invite on Parent Square
 - Discussed sharing Membership Toolkit and Give Smart with other district PTOs in order to share cost
- **Playground Update**
 - Parent Katy Nieman, a Rock Hill Park and Recreation employee, leading the effort (not a formal committee). Will be acquiring bids from two companies
- **Teacher's Lounge**

- Flooring to be replaced later this year/next summer. Plan to repaint walls after flooring is installed
- Plan to add a coffee machine. A water line needs to be installed. Julia to follow up on installation. Discussed using Ronnoco for coffee management
- Plan to replace furniture this school year
- **Processes**
 - **Purchases** (Lauren Bruno)
 - Share and make sure committee members are aware of their individual budgets
 - Make purchases as needed, then submit receipts for reimbursement. There is a tax-exempt form, make sure to bring that a time of purchase
 - For Amazon orders, message Lauren to order. She can place orders tax free
 - Susan and Julia to update purchase instructional form
 - **Social Media**
 - **Facebook:** Christi Rejent
 - Please email (christi_rejent@me.com) with any posts for Facebook. Posts are batched on Sunday nights (scheduled posts throughout the week),but can do so day-of as well. If an urgent post is needed, text Christy at 314-218-5586
 - **Instagram and Twitter:** Bill Senti and Meg Holliday
 - **Bulldog Bulletin:** Bill Senti and Meg Holliday
 - **GroupMe:** App that board uses for communication. Best Funds are often approved through here in order to expedite process and not wait until next board meeting
 - **PTO Newsletter:** Kerri Goodson to create and send out in the next few weeks. Will included upcoming events list and thank you/shout outs
 - **Shout Outs List:** Please send to Kerri Goodson for upcoming newsletter
 - **Website:** Kerri Goodson
 - Please send needs/updates for PTO webpage to bristol.correspondingsecretary@gmail.com
 - **Reserving Facilities**
 - Please use online scheduler this year. Reach out to Susan and Julia with any questions

Treasurer: Lauren Bruno

- Reviewed [budget](#)
- **New Best Fund Request:** Kindergarten teachers asking for funding to create t-shirts for all kindergarteners to be worn to show class pride and on field trips as a way to easily visualize all students
- **Outstanding Funds Update:**
 - **Murals:**
 - Working with local artist for upstairs mural
 - Cafeteria mural: working with art teacher and Fast Signs to create a large piece of “fancy wallpaper” that will be comprised of small compositions created by each student

- **Lunchroom Sound Panels:**
 - Received free sound panels from Mark Hinkle, plan to trial and install above kid height in Cafeteria
- **Playground sunshade**
- **Chess Club:**
 - 10 week duration during Fall and Spring. Will follow up with Jackie and monitor the use of scholarships
 - Discussed partnering with other schools for future years, possibly host a tournament
- **Cardinals Game Fundraiser:** Discussed designating funds to Dr. Wichard (Bristol Bravos perform during this game). Dr. Wichard is in need of a new sound system. This sound system could also be utilized at Trivia Night
- **Gift Card Designation:** In the past, sales contributed towards Camp Wyman. Need to decide how to use funds this year, discussed dividing by grades.

VP Administration/Communications: Maren Mellem

- **Membership Toolkit**
 - Working to upload all students into Membership Toolkit, process should be completed in the next 1-4 days. (*Update: Loaded on 9.14.23*)
 - Will notify room parents and all staff/parents once loaded
- **Fall Party**
 - Maren to email room parents tomorrow (9.13.23) and notify them of upcoming party and changes to party structure for this school year
 - Room parents can attend parties in addition to the parents who sign up
 - Bill to send out the room parent class list to all teachers.
- **Yearbook-**
 - Similar to last year, Wagner to create and manage yearbook
 - School can request Wagner to attend up to 5 events and take candid photos of the students for the yearbook

VP Events: TBD

- We have two individuals interested in sharing this position. (Should know by the end of the week).
- **Upcoming Events:**
 - **City2 Game:** September 17 at 5 PM. 199 tickets sold thus far, \$5 per ticket profit
 - **Halloween Event:** Tentatively Friday, October 27, 2023
 - **Stuffed Animal Sleepover:** Early 2024. Plan to ask teachers to collect animals. PTO to manage and take photos. Suggested student donation of \$5.00
 - **Winter Event:** Family skating at the Webster Groves Ice Rink
 - **Art Fest & Book Swap:** Plan to move up to end of February or early March
 - **Blacktop Ball:** May 3, 2024

VP Community: Crystal Hoffmann

- **Beautification Committee** is planting a fall garden including pumpkins. Chair is Hannah Bingaman

- **Staff Appreciation Committee** is meeting September 19th at Robust at 7 PM. Chairs are Katie Wright and Heather Todd
- **Welcome Committee** will meet in January 2024. The chairs continue to be Megan Reeg and Jackie Olson
- All committees are aware of their yearly budget

VP Fundraising: Andrea Taylor

- Bristol's Trivia Night will be Saturday, February 3rd, 2024, at Immaculate Conception in Maplewood

Auditor: Christy Curtis

- No updates

Corresponding Secretary: Kerri Goodson

- No updates

Social Media Liaison: Christi Rejent

- No updates

Diversity and Inclusion Representative: Anna Sears

- Will be meeting with other equity representatives from Webster Groves to discuss best practices. Will report back at next meeting
- Discussed best way to provide activity scholarships to those in need without drawing attention those students
 - Discussed using phrase "suggested donation" on applications or creating an online form to request funds
 - Plan to discuss further at next meeting

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 9.17.2023