

PTO Executive Board Meeting Minutes

Tuesday, 12/12/2023, 7:30 PM- 8:30 PM

Zoom

Attendees: Bill Senti, Principal; Meg Holliday, Assistant Principal; 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; Andrea Taylor, VP Fundraising; Christi Rejent, Social Media Liaison; John Helmig, Teacher Liaison

Absent: Maren Mellem, VP Admin/Communication; Jackie Johanning, Co-VP Events

Principals: Bill Senti/Meg Holliday

- **Café Wall Mural:**
 - Love Art for Schools has received our students' artwork
 - Expect to have artwork returned in early 2024 and will then work with a local company (most likely Fast Signs) to have it printed on large PVC board
- **Indoors plants** were dropped off today (12/12/23)
- **Winter Parties:**
 - Theme should focus on the Winter Season/Winter Solstice, winter traditions and not specific holidays

Teacher Liaison: John Helmig

- **Bristol Day at the Ballpark**
 - Scheduled for Saturday night, 5/18/24 (Cardinals Adult Mystery Jersey Night)
 - Profit expected to be smaller this year due to an increase in ticket prices

President Report: Susan Krieg & Julia Ringkamp

- **November Meeting Minutes** reviewed and approved
- **Spring General PTO Meeting**
 - Playground open forum and PTO updates
 - Will ask for playground feedback and provide an option for voting (example: equipment color), share timeline and budget
 - Plan to select equipment company prior and have a representative attend to answer questions
- **Playground Update:**
 - Targeting replacement this summer (2024)
 - **Budget:** \$150,000- \$200,000
 - Based on previous donations, \$75,000 has been raised
 - Discussed having this year's Music Bingo proceeds go towards playground (expected amount \$50,000- \$60,000)
 - District may provide some money towards project based on enrollment
 - **All Inclusive Rec:**
 - Option #1 \$160,512.82; Option #2 \$136,057.62
 - Includes a more inclusive, wheelchair accessible green spinner
 - **NuToys:**
 - Most expensive, but has music options with mulch ground (behind buddy bench), and offers a soft shade structure for an additional \$77,000
- **January Newsletter:**
 - Meg to send out the first week after break
 - Meg prefers a png image for newsletter versus jpeg (can change but quality of image may be altered)

- Magic House Event
- PTO General Meeting
- Auction & Music Bingo
- Results of Dine Out Night
- Results of Book Fair and where money raised goes
- Financials
- **Shout Outs:** Please email Susan or Julia with updates or changes
 - Halloween Trunk or Treat: Andrea Taylor and volunteers
 - Book Fair: Laura Merello, Stephanie Pisani and volunteers
 - Gift Cards: Christy and Nic Thach
 - Auction and Music Bingo Committee (Andrea Taylor and Jenni Wittman)
 - Playground Committee (Katy Nieman)
 - Room Parents and Winter Party Helpers
 - Dine out Night and generous meal donation for staff during conferences (Chip & Melissa Downs of Cyrano's Café)
 - Nicole Spiegel/Zoe's Attic for giving back almost \$400 in proceeds to Bristol for spirit wear purchases
 - Staff Appreciation Committee
- **District PTO Leadership Meeting**
 - **WGSD Parent Teachers Organization's Umbrella Status:**
 - The umbrella organization began in 1997 and was established to promote communication between parents, foster a positive educational environment and enhance educational opportunities. Currently, some schools are subsidiaries under the umbrella organization, while others are not. The umbrella organization is not in good standing with the state of Missouri at the present time. Joshua Brinkley (Clark PTO/parent) has filed paperwork for reinstatement of the umbrella organization to the state. If the organization is reinstated, existing members of the umbrella organization will need to decide to keep the umbrella
 - A follow up meeting will take place on 1/29/24 at 11:00 AM via Zoom
 - Kathryn and Chantal (Hixson PTO) have volunteered to assist any PTO leaders who are in need of exploring individual PTO structures regardless of umbrella status. You can email Kathryn at jaynekat69@gmail.com

Treasurer: Lauren Bruno

- **Portable Sound system:**
 - Working with Dr. Wichard to purchase a sound system
 - Cost: \$7,000
 - Have funds allocated from Cardinals game last year and last year's gift card sales, but will need to allocate additional funds if cost is approved
 - Discussed also using funds from this year's Cardinals game, gift card fundraiser and income from Dads' Club (\$1000)
 - Bill also has funds that we may be able to utilize towards speaker
- Lauren plans to create a summary of the current sound system /budget as well as expected future income to go towards playground
- **Reimbursement:** (reminder for committees on how to receive payment)
 - Option 1: Send receipts and completed Check Reimbursement form to Bristol.pto.treasurer@gmail.com
 - Option 2: Send links of exactly what is needed for Lauren to purchase. Can create a "wishlist" if there is a large amount of purchases (Amazon is great as we have tax-free status confirmed there)

VP Administration/Communications: Maren Mellem

- **Winter Parties:**
 - Will send follow-up survey to caregiver attendees afterwards
- **Music Bingo Auction Baskets:**
 - Notice was sent to all room parents requesting one basket/larger item for auction per grade level versus individual classrooms. Positive feedback has been received about this change and no concerns have been expressed about target value of baskets
 - Individuals should not pay face value for items and try to be creative and purchase items at cost

VP Events: Andrea Sullivan and Jackie Johanning

- **Winter Event:**
 - Magic House is secured for 1/7/24 from 6:00-8:00PM and will be fully staffed
 - Cost \$1500 (PTO to pay, free for attendees)
 - Discussed offering a donation station versus asking for donations ahead of time
 - Bill to provide a posterboard with QR code for Give Smart
 - No dinner at this event, but snacks to be provided (will provide allergen information)

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:**
 - Would like an updated budget after purchase of gift cards
- **Welcome committee**
 - Would like to know if budget will be different from last year
 - Plan to attend Kindergarten Information Night in January
- **Beautification Committee:**
 - Purchased 6 potted plants, 2 spider plants, pully system and hooks

VP Fundraising: Andrea Taylor

- **Dine Out Night at Cyrano's:** Raised \$1000
- **Gift Card Fundraiser:**
 - Sold \$12,000 in cards.
 - Bigger majority of cards is with local vendors (receive a higher percentage back) therefore estimating roughly \$1500 in profit
- **Music Bingo:**
 - Tickets went on sale 12/8 and have only 8 tables left (4 regular/4 VIP)
 - Dr. Wichard to MC
 - Still need volunteers to run event. Please consider volunteering

Auditor: Christy Curtis

- No updates

Corresponding Secretary: Kerri Goodson

- No updates

Social Media Liaison: Christi Rejent

- No updates

Diversity and Inclusion Representative: Anna Sears

- **Bristol Equity (BE) Parents**
 - 12/4/23: Met with Bill Senti and Meg Holliday to discuss demographics, questions from the fall Panorama Culture & Climate Survey, and brainstorm for a culture event
 - Will contact Hudson for details on their culture day to collect a wide range of examples (Anna Sears) then solicit interest from families who would like to share about their culture after the new year (Danielle Petersen)
 - BE Parents and Bill/Meg may meet after each Panorama survey going forward
 - Next meeting 1/17/24 at WG Library (kids welcome)
 - Review and formalize our shared purpose
 - Finalize draft of inclusion checklist for PTO events
- **Chess Clubs** (cross-school leaders):
 - Met 11/13/23 to compare best practices and discuss tournament opportunities
 - Next steps include:
 - Connect with Dr. Shane Williamson to discuss best practices for equity in extra curriculars where space is limited
 - Funding: share needs with WGSD Foundation & discuss fundraising possibilities for all schools' programs
- **PTO Equity Committee** (cross-school equity representatives):
 - Met on 12/11/23 to continue planning for district-wide event on 2/12/24 from 6:30 - 8 PM at Givens Auditorium (childcare provided)
 - Will request help with sending a save the date through Facebook and Bulldog Bulletin (week of 12/18) & additional communication in January
 - Will be requesting approval for up to \$200 of funding to contribute to speaker honorariums and childcare
 - Theme: looking back over the last 10 years since Michael Brown's death

Future Executive Board PTO Meetings:

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

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 12.21.2023