

PTO Executive Board Meeting Minutes

January 2024

Tuesday, 1/9/2024, 7:30 PM- 8:55 PM

Zoom

Attendees: Meg Holliday, Assistant Principal; Susan Krieg, Co-President; Julia Ringkamp, Co-President; Crystal Hoffmann, VP Community; Lauren Bruno, Treasurer; Kerri Goodson, Corresponding Secretary; Maren Mellem, VP Admin/Communication; Anna Sears, Director, DEI; Jackie Johanning, Co-VP Events; Andrea Sullivan, Co-VP Events; Andrea Taylor, VP Fundraising; Christi Rejent, Social Media Liaison; John Helmig, Teacher Liaison

Absent: Bill Senti, Principal; Christy Curtis, Auditor

Principals: Bill Senti/Meg Holliday

- **Café Wall Mural:**
 - Completed proof has been received and will now work with a local company to have it printed on large PVC board
- **St. Louis Public Health 2024 Calendar:**
 - Two Bristol student winners recognized (Harper B. and Lucy R.)
- **Assessment Window:**
 - Assessment scheduling more structured this year to prevent students from missing time in classrooms and at specials
 - Window ends 1/26/2024
- **Popcorn Maker:** Discussed purchasing a popcorn maker for the school (either through PTO or school funds)

Teacher Liaison: John Helmig

- No updates

President Report: Susan Krieg & Julia Ringkamp

- **December Meeting Minutes** reviewed and approved
- **Playground Update:**
 - Motion approved by PTO Executive Board to move forward with Hutchinson Recreation & Design for playground equipment and construction with a budget up to \$150,000
 - Hutchinson is a Missouri based company and therefore, completing repairs and acquiring replacement parts should be easy. Same company used by Larson Park and other Webster Parks
 - Plan to select blue and green equipment to match existing structures
 - Inclusive/accessible structures can include a spinner or freestanding saucer swing
 - Discussed including a bench with shade structure or a free standing shade structure near Buddy Bench where students frequently dance
 - Final quote will be determined once selections have been made:
 - Tentative current quote: \$140,542
 - Demo Quote:
 - Removal of existing equipment: \$6,785
 - Removal of square tiles: \$11,040
 - Plan to present video with final drawings at Musical Bingo
 - Targeting replacement/ construction this summer (2024)

- **Spring General PTO Meeting:** Playground Open Forum and PTO Updates
 - Plan to offer two sessions (morning and afternoon) both in person and via zoom. Tentative dates: Tuesday 1/23 or Thursday 1/25
 - Kirk Hutchinson of Hutchinson Recreation to attend and present on playground plans and will offer a Q&A
 - Afterwards, will send out a detailed PowerPoint (instead of a recorded Zoom presentation) and survey to vote on a few playground options
- **January Newsletter:**
 - Recap of Magic House event and pictures
 - Save the date: Black Top Ball: 5/3/2024
 - Playground General PTO Meeting
 - Auction and Music Bingo
 - Volunteers still needed
 - Silent Auction donations, connection for tickets, merchandise
 - Financials: Playground budget (what has been raised and needs)
 - Membership Toolkit reminder
 - **Shoutouts:**
 - Halloween Trunk or Treat: Andrea Taylor and all who volunteered
 - Book Fair: Laura Merello and Stephanie Pisani and all who volunteered
 - Christy and Nic Thach: Gift Cards
 - Auction and Music Bingo Committee: Andrea Taylor and Jenni Wittman
 - Katy Nieman and Playground Committee
 - Room Parents and Winter Party Helpers
 - Chip and Melissa Downs of Cyrano's Café: Dine out Night and generous meal donation for staff during conferences
 - Nicole Spiegel and Zoey's Attic for providing Bristol Spirit Wear and almost \$400 in proceeds to Bristol for Spirit wear purchases
 - Staff Appreciation Committee
- **One and Done Campaign:** discussed renaming campaign and rolling out new name in newsletter

Treasurer: Lauren Bruno

- **Field Trips:**
 - Appears fewer trips have been taken this school year. Bus fees are lower than in previous years
 - For budgetary planning, would like to know what field trips will occur this year
 - John to connect with teachers to determine plans for all grade levels
- **Thank you notes:**
 - Kerri Goodson or Christi Rejent to complete
 - Need to order more
- **Sound System:**
 - Has been ordered. Will be available for Musical Bingo on 2/4/24

VP Administration/Communications: Maren Mellem

- **Winter Parties:**
 - Will send follow-up survey to caregiver attendees afterwards
- **Music Bingo Auction Baskets:**
 - No complaints or concerns

VP Events: Andrea Sullivan and Jackie Johanning

- **Winter Event/Magic House Recap:**
 - Successful, low cost event
 - Roughly 250 attendees (adults and children)

- Discussed offering same event next year or possibly utilizing an indoor pool (like Des Peres Lodge or Goldfish)
- Only received \$25 in donations with offered QR code
- **Upcoming Event Planning:**
 - **Art Fest and Book Swap:**
 - No date at this time, possibly April
 - **Cultural Showcase/Event:**
 - Discussed rolling Art Fest into a cultural showcase and removing the book swap portion. Ultimately decided the cultural showcase deserves a dedicated event with more time to plan. Therefore, considering waiting until next Fall 2024

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:** No updates
- **Welcome Committee:**
 - Met for the first time last week
 - Will be presenting at Kindergarten night
 - Next school year (2024-25), plan to purchase Kindergarten shirts color coded by class. Plan to purchase one size and not ask for sizes
 - Meg to post in upcoming newsletter to have any remaining welcome signs returned to school
 - Save the Date: Back to School Picnic on Saturday 8/24/24 (moved to Saturday to accommodate Mr. Ellitt)
- **Beautification Committee:**
 - Plan to work with Girl Scouts in the Spring

VP Fundraising: Andrea Taylor

- **Music Bingo:**
 - 3 VIP and 3 traditional tables left and have already raised \$13,000
 - **Fund a Cause:** Playground
 - Looking for volunteers during the event, staff can volunteer as well and should reach out to Andrea.
 - There is a teacher discount code for tables (we have at least 1 teacher table left)
 - **Sign Up Parties:**
 - Discussed having a set amount per child for every available party (\$10) and wondered if this be enough to cover cost and earn money for Bristol. Andrea plans to further discuss this with trivia committee/Kimmy Sauer
 - In need of risers (large enough to hold two people). Meg to reach out to Dr. Wichard

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**
 - Next meeting 1/17/24 at WG Library (kids welcome)
 - Review and formalize shared purpose
 - Finalize draft of inclusion checklist for PTO events

- **PTO Equity Committee** (District wide):
 - Upcoming event: “Rising Together: Family Work for Racial Equity” on 2/12/24 from 6:30 - 8 PM at Givens Auditorium (childcare provided)

Future Executive Board PTO Meetings:

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

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 1.22.2024