

PTO Executive Board Meeting Minutes

April 2024

Tuesday, 4/9/2024, 7:30 PM- 10:10 PM

Zoom

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

Absent: Bill Senti, Principal; Jackie Johanning, Co-VP Events; John Helwig, Teacher Liaison

Principals: Bill Senti/Meg Holliday

- **Café Mural:**
 - Printing complete and installation to occur within the next few weeks
 - Plan to showcase image at ArtFest
- **Student and Staff Celebrations:**
 - Two Bristol Chess tournament winners
 - Jenny Boyle won the Inspire Award
- **Abilities Awareness Month:** 80 students have learned to sign the Pledge of Allegiance
- **Field Trip Equity:** Meg to follow up on the amount and variety of grade level field trips
- **Financial Assistance:** One family has reached out to utilize assistance for Ballpark tickets. Plan to use similar financial assistance verbiage for future events
- **Master Calendar:** Meg to create a master calendar for remaining school year events for social media, newsletter, and weekly bulletins

Teacher Liaison: John Helwig

- No updates

President Report: Susan Krieg & Julia Ringkamp

- **March Meeting Minutes** reviewed and approved
- **Playground Update:**
 - Board of Education approved playground plans on 3/14/24. Moving forward with smaller decision details to have playground installed by late summer
 - Pamela Frazier may have funds available to use towards ADA items in collaboration with Prop S (\$20,000)
- **Spring General PTO Meeting:**
 - Decision made to not host one due to low interest and attendance from parents at previous meetings
- **Newsletter:**
 - Planning to distribute at beginning of May
 - Will include fundraising thank yous, playground updates, Music Bingo amount raised, sign up parties, highlight trivia winners and culture spotlight
 - Please send shout-outs for individuals on your committees
- **Executive Positions for next school year 2024-2025:**
 - Per bylaws, all positions can be held for two terms, except for Treasurer, Auditor, and Director of Diversity, Equity and Inclusion (DEI) which can be held for five terms. All members can remain on the Board for a total of four terms, except for Treasurer, Auditor, and Director of DEI (five terms)
 - Vacant Positions: Co-President
 - Will elect officers at final meeting in May

Treasurer: Lauren Bruno

- **Budget:**
 - Reviewed and discussed 2024-25 school year budget. Budget to be finalized and approved at May meeting
 - A large portion of this year's budget will be used towards new playground. Therefore, we are now looking for ways to start saving again for future large projects
 - Line item discussions included:
 - **CPA:** Determine if having a paid CPA is appropriate. Discussed looking into utilizing a CPA parent volunteer
 - **Give Smart:** Plan to push need out annual campaign in 2024-2025
 - **Health and Wellness Week:** Plan to remove since no longer utilized
 - **Blacktop Ball:** Consider selling tickets next school year to earn funds
 - **STEAM Night:** Remove due to not utilizing funds or hosting event for several years
 - **Buses:** Determine if we need additional funding for field trips
 - **Gift Card:** Discussed utilizing funds raised for Blacktop Ball next school year
 - **Ideas for Future Needs:** Replace remaining playground surface, classroom furniture, teacher lounge furniture

VP Administration/Communications: Maren Mellem

- Received feedback from class parties and will now create "party planning packages" for future use
- Speaker Idea: Building Empathy and Building Community

VP Events: Andrea Sullivan and Jackie Johanning

- **ArtFest/ Book Swap:** (4/17/24) 4:30-6:30 PM in Gymnasium
 - Danielle Petersen organizing allergy friendly snacks
 - 8 high school volunteers
 - Seven activity stations
 - Art display organized by Mrs. Capron
 - Mrs. Capron has large pieces of laminated art that can be given away to students
 - **Leftover Book donations:**
 - Teachers will be emailed to assess if books are needed. Students unable to attend event will be given a chance to book shop and books may be sent to Ambrose
 - Plan to invite Ambrose families with incoming Kindergarteners
- **MAPP Testing Ice Cream Truck:** 4/26/24, choices will be capped at \$3.00
- **Blacktop Ball** (5/3/24):
 - **Food/Beverages:**
 - Approved providing food from The Lion's Club (hotdogs, hamburgers). PTO to provide chips and drinks
 - Kona Shaved Ice Truck booked. 20 percent of proceeds given to Bristol
 - Cotton Candy stand
 - Leftover popcorn from Fall Event will be utilized with newly purchased popcorn machine
 - **Entertainment:**
 - Inflatables and Dunk Tank from Circus Caput, DJ with dance floor (\$350)
 - Due to cost, discussed ordering and providing temporary tattoos instead of paying for professional face painters and air brush tattoos
 - Andrea will email Bill to secure security officers

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:**
 - Increase budget (\$200- \$400) for next year for conference dinners
- **Beautification Committee:** No budget changes needed
- **Welcome Committee:** No budget changes needed

VP Fundraising: Andrea Taylor

- **Supply Toolbox Kits:**
 - School toolbox lists finalized and now live. Flyers will be sent by the end of the week. The school receives roughly \$2.00 per box
 - Discussed looking into other vendors for future school years due to high cost
- **Donuts with Grown-ups:**
 - Board approved idea to move forward with hosting a before school event (7:10-7:40) during the last couple weeks of school.
 - Will divide event into two days splitting school by grade levels
- **Dine Out Events 2024-25 School Year:**
 - Would like to try scheduling a recurring event once a month (example, first Tuesday of the month at Parkmoor).
 - Held two events this year (Cyrano's and Parkmoor). Both were successful and therefore, think we can earn more profit by increasing frequency of events
- **5th Grade Celebrations:** 4th grade parents to organize

Auditor: Christy Curtis

- No updates

Corresponding Secretary: Kerri Goodson

- No updates

Social Media Liaison: Christi Rejent

- No updates

Diversity and Inclusion Representative: Anna Sears

- Please review the Equity & Inclusion checklist (emailed to the group) and provide any feedback
- **Upcoming meetings:**
 - **Equity In Action Committee:** 4/22 from 5:30-7:00 PM at Webster Groves Service Center
 - **BE (Bristol Equity) Parents:** 5/1 from 6:30-8:00 PM at Webster Groves Library Meeting Room. Kids can join and read/play quietly
- **Fall 2024 Culture Event:** "Spotlight Bristol"
 - Danielle Petersen leading with Events Committee and Bristol teachers/administrators
 - Questionnaire sent requesting input from Bristol families for planning purposes

Future Executive Board PTO Meetings:

- May 15, 2024 (In person: Cyrano's at 7:30 PM)

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 4.10.2024