

PTO Executive Board Meeting Minutes

September 2024

Wednesday, 9/10/2024, 7:00 PM- 8:30 PM

Bristol Elementary Library

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

Absent: Christy Curtis, Social Media Liaison; Carolyn Schwent, Auditor

Principals: Nancy Zitzmann/Meg Holliday

- **Field Trips:**
 - Nancy and Meg to follow up on amount and variety of field trips to ensure equity amongst grade levels
 - PTO will continue to pay for field trip buses. \$10,000 to be added to bus budget which should last two school years
- **Committees:** Parents needed for committees listed below. Please contact Nancy if interested
 - **Extracurricular Committee** (meets four times per year from 3:45 PM - 5:15 PM)
 - **District Coordination Counselor** (meets four times per year 5:30 PM- 7:00 PM)
- **Possible Purchases:**
 - **Computer Carts:**
 - Approximately 9-10 needed for 3rd, 4th, and 5th grade classrooms. Current ones are old and large with broken wheels that no longer lock
 - Approximate cost: \$460 each plus shipping
 - **Marker Board Wall Systems:**
 - Replace current old chalkboard system with marker board system (includes trim and framing)
 - \$18,191 total for 13 classrooms
 - Will cover existing chalkboards due to high cost of removal
 - **Classroom Furniture:**
 - Replace per grade level (student desks, teacher desk, bookcases)
 - Need to find a specific company and gather estimates
 - **Pour and Play:**
 - \$60,000 for remaining playground surface not included in current project
 - **Cafeteria Sound Panels:**
 - Meg to follow up with Mr. Senti

Teacher Liaison: John Helmig

- **Teacher Cash Gift Feedback:**
 - Teachers were notified ahead of time of the decrease in amount. Teachers were appreciative of gift and no negative feedback received over decrease
- **Teacher's Lounge:** Painted over the summer

President Report: Julia Ringkamp & Maren Mellem

- **May Meeting Minutes** reviewed and approved
- **By-Laws:** Will review and update if needed at last meeting (May 2025)
- **Goals:**

- Decide next large item/project to raise money towards (see possible purchase list above)
- Be more mindful of where money is being spent
- Determine ways to push out donation campaign (Fall Fundraising/ One and Done) to replete funds spent on playground
- **Calendar:**
 - Executive meetings will be held on the 2nd Tuesday of the month at 7:30 PM. The next meeting will be held on Zoom
 - General meetings will be one per semester
 - Maren Mellem has updated the PTO Calendar. It has been uploaded to the PTO website
- **PTO Retreat Recap:**
 - Much discussion around ways to share subscriptions such as BrainPOP and Give Smart across schools to decrease amount spent
- **Playground Update:**
 - Missing pieces have caused a delay in installation. Now expected to be complete on 9/23/24. Pour and Play will be installed after. Needs 24- 48 hours to cure
- **Processes:**
 - Purchases: Lauren
 - Social Media:
 - Instagram: Christy
 - Facebook: Nancy & Meg
 - Bulldog Bulletin: Nancy & Meg
 - Website: Kerri
- **Shout Outs List:** Welcome Committee
- **Executive Board Open Position:**
 - Carolyn Schwent has filled the role of Auditor

Treasurer: Lauren Bruno

- **BrainPOP:**
 - Cost increased from \$2,500 to \$3,070. Negotiated to \$2,800 for this year (31.5% discount on a flat rate of \$4,095), but will continue to increase as discount ends
 - Need to determine how many classrooms utilize this program and if it is worthwhile to maintain
 - Some schools pay for it or share cost between school and PTO. Would like to share the cost with the school
- **BEST Funds:** (Budget \$7500)
 - Form and process are unchanged from last year
 - The Executive Board voted to approve a Best Fund for Reading Specialists, Katy Ravensberg and Melissa Patel. Cost \$520 for decodable textbooks. Can be utilized by all grade levels

VP Administration/Communications: Susan Krieg

- **Membership Toolkit:**
 - Data has been uploaded. Some of the volunteer roles may have been switched between parents. Families are prompted to update their information when they log in
 - Added a calendar page
 - Please let Susan know of any issues and if there are other items to include. Please review [Idea Book](#) for Membership Toolkit capabilities
- **Committee Sign Ups:**
 - Please review here: [Committee Sign Ups](#)

- Includes individuals that signed up at Meet the Teacher, Welcome Back Picnic and on Membership Toolkit. It will continue to update as new individuals sign up. Last year's members are still listed. Please share with your committees
- **Dads of Bristol** to report to the VP of Community
- **Room Parents:**
 - Classroom party ideas and tips have been gathered and are now housed on the Room Parent Google Site. This can be accessed in Membership Toolkit

VP Events: Jackie Johanning

- **Fall Fun Event:** Friday, October 25th from 5:00-8:00 PM
 - Changing from Trunk or Treat to a Trail or Treat. Tables to be set up around the school like previous school years. Decision made to not host a costume parade, but costumes are welcome
 - **Pizza:** Ordered 100 pizzas last year from Jet's which cost \$1000. Plan to utilize proceeds from CITY 2 game depending on amount raised this year
 - **Movie:** Coco (\$475 rental fee)
 - **Candy:** PTO to provide (\$750 budget)
 - Determined that Fall Fundraising will not be rolled out at this event, but plan to add QR code with a suggested donation amount to Save the Date and on signs at pizza table
 - Liaison Officer will be attending event
- **Scholastic Book Fair:**
 - New parents spearheading: Christy Curtis, Kerri Goodson, and Annie Truebe
 - Dates confirmed: Tuesday 11/19- Thursday 11/21 (coincides with Fall Conferences)
 - Decision made to only offer a Fall Book Fair and not an additional one in the Spring due to the success of the Fall Fair and the large number of other events offered in the Spring
- **Winter Event:**
 - Ideas: The Heights (indoor pool), bowling

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:**
 - Planning to provide custodian gifts (4 individuals) for custodian day on 10/2/24
 - Teacher's lounge is well stocked, but could use more chips
- **Beautification Committee:** Two people signed up to help. Need an individual to lead
- **Welcome Committee:**
 - **Back to School Picnic:** Went well but appears to have had lower attendance compared to previous years. Decrease in volume most likely due to change in day from Sunday to Saturday
 - **Shirts:** 6-10 new shirts needed for committee members. Current shirts are worn and only have a few left. Would like to order in Bristol colors. (Current shirts are green)

VP Fundraising: Andrea Taylor

- **City 2 Game:** October 6th at 3:00 PM
- **Dine Out Events:**
 - Planning to schedule a recurring event once a month
 - Considering Jets (October), Cyrano's (December), Raising Cane's, Texas Roadhouse, Frisco
- **Gift Card Sales:**
 - Plan to start selling in early November. Will be updating businesses to include new and possibly remove some previously used businesses

- **Trivia Night:**
 - Planning to hold event in either February or March
 - Avery (2/22), Clark (3/1)
 - Currently looking for a new venue that holds approximately 300 and has good sound quality
 - Need someone to chair event

Auditor: Carolyn Schwent

- No updates

Corresponding Secretary: Kerri Goodson

- Please email either bristol.correspondingsecretary@gmail.com or her personal email (KSchmaling@gmail.com) with needs or updates to the PTO webpage

Social Media Liaison: Christy Curtis

- Please email ChristyJayneCurtis@gmail.com with posts for Facebook. She plans to schedule ahead for the week but can post day of as well. She can also schedule a specific day and time, if preferred. For urgent posts, text (314)-623-4262
- Plans to start a monthly Facebook Live with a guest/speaker

Diversity and Inclusion Representative: Anna Sears

- **Bristol's Equity and Inclusion Checklist:**
 - Will continue to be utilized this year. Dr. Shane Williamson shared the checklist with all Webster Groves schools at the PTO retreat
 - As a reminder, please utilize Bristol Equity Parents as a reference for more consistent, inclusive language on all event invites
- **Upcoming Meetings/Events:**
 - **BE (Bristol Equity) Parents:** Saturday, 9/14 from 9-10 AM at Blackburn Park Playground. Kids welcome. Bring your own coffee. Doughnuts provided
 - **Annual Costume Drive:** Partnering with Ambrose to provide the WG Library with free, gently used costumes to distribute to local families
 - 9/9 - 9/13: Flyers in school bulletins
 - 9/15 - 9/27: Collect costumes
 - 9/28: Deliver to WG Library
 - 10/1 - 10/31: Costumes available at library
 - **Service Morning Saturday:** 9/21 from 9-11 AM at Barbre Park
 - Partnering with the WG Parks and Rec Department to spread woodchips and weed gardens
 - **District Quarterly "Equity in Action" Meetings:** Hosted by Dr. Shane Williamson. Includes district administrators, staff, teachers, and parents. First meeting: Monday, 9/23 from 5:30-7:00 PM at the WG Service Center
- **Funding Questions:**
 - **Classroom Snacks:** Determined that donations have been made to supply Mr. C with snacks for students who do not have one
 - Crystal Hoffman to donate a large drafting easel to be utilized for signage for the Events Committee BE Parents Liaison at the entrance of each PTO event

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 9.30.2024