

PTO Executive Board Meeting Minutes

May 2024

Wednesday, 5/15/2024, 7:00 PM- 9:00 PM

Cyrano's Private Room

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; Jackie Johanning, Co-VP Events; Christy Curtis, Auditor

Absent: Bill Senti, Principal; John Helmig, Teacher Liaison; Christi Rejent, Social Media Liaison

Principals: Bill Senti/Meg Holliday

- **Donuts with Grownups:** Successful event. Will plan for an alternative rain location next year. Gymnasium felt loud and less intimate
- **Field Trip Equity:** Meg to follow up on the amount and variety of grade level field trips
- **Blacktop Ball:** Great event. Plan to continue with security officers in the future and work on continuing to make events more inclusive for all
- **Painting:** May need assistance (parent volunteers/Bristol Dad's Group) with repainting classrooms over the summer. Currently will only be able to repaint two classrooms with district provided painter
- **Administration Summer Hours:**
 - **Meg Holliday:** last day 6/4/24, returns mid-July
 - **Terry Mueller:** last day 6/6/24, returns 7/29/24
 - **Bill Senti/ Principal:** works year round

Teacher Liaison: John Helmig

- **Teacher Appreciation Week:** Teachers and staff asked to convey their sincerest thanks for gift bags, treats, gift cards, meals and all that was provided during appreciation week and throughout the year
- **Cardinals Tickets Sales:** Sold the highest amount to date: 584 tickets
 - Anticipated income from sales: \$11,680.00
 - Actual income from sales: \$ 11,380.00
 - Amount owed to Cardinals: \$10,114.88
 - 15 tickets were granted to families and paid for by PTO
 - **Total Profit:** \$1,265.12

President Report: Susan Krieg & Julia Ringkamp

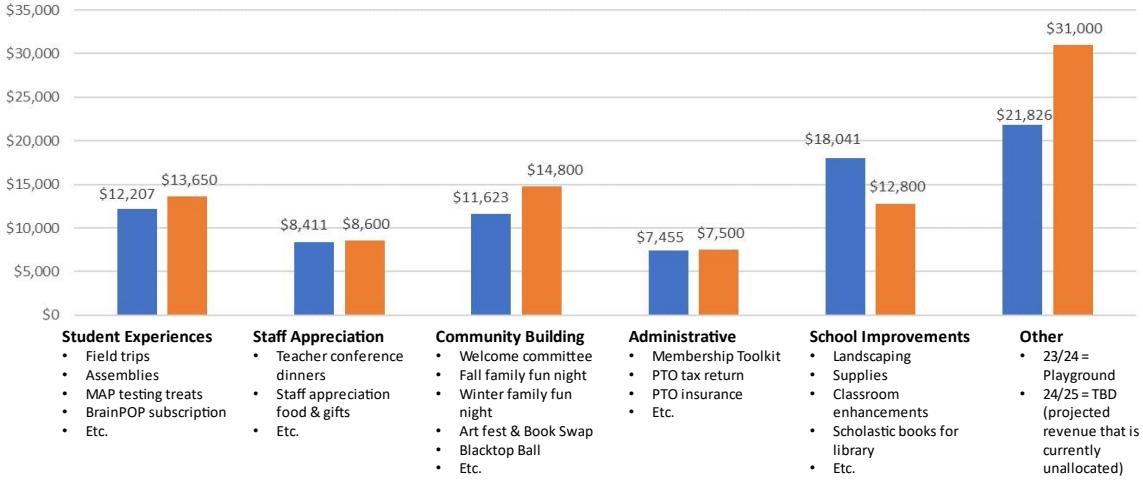
- **April Meeting Minutes** reviewed and approved
- **Playground Update:**
 - Deposit paid for playground
 - Installation has moved up from August to July 2024
 - A pipe by the swings needs to be pulled prior to demolition
 - Will be receiving \$10,000 in funding from Webster Groves School District for (ADA) inclusive playground equipment (*update as of 6/3/24*)

- **Executive Positions (2024-2025 School Year):** The executive board voted and approved the following positions:
 - Co-Presidents: Julia Ringkamp and Maren Mellem
 - VP Administration/Communication: Susan Krieg
 - VP Fundraising: Andrea Taylor
 - VP Community: Crystal Hoffman
 - VP Events: Jackie Johanning
 - Treasurer: Lauren Bruno
 - Corresponding Secretary: Kerri Goodson
 - Social Media Liaison: Christy Curtis
 - Director, DEI: Anna Sears
- **Open Positions:**
 - **Executive Board:** Auditor
 - Discussed if this individual could possibly have accounting experience/degree to assist with taxes instead of paying for a CPA
 - **Committees:** Auction & Trivia Night, Beautification Committee Chair
 - Discussed assigning chairs to social events (Blacktop Ball, Fall Fun Event, Winter Event, etc.)
- **Membership Toolkit:** Looking into other options for next year
- **PTO Shed:** Summer project to organize and take inventory of current items

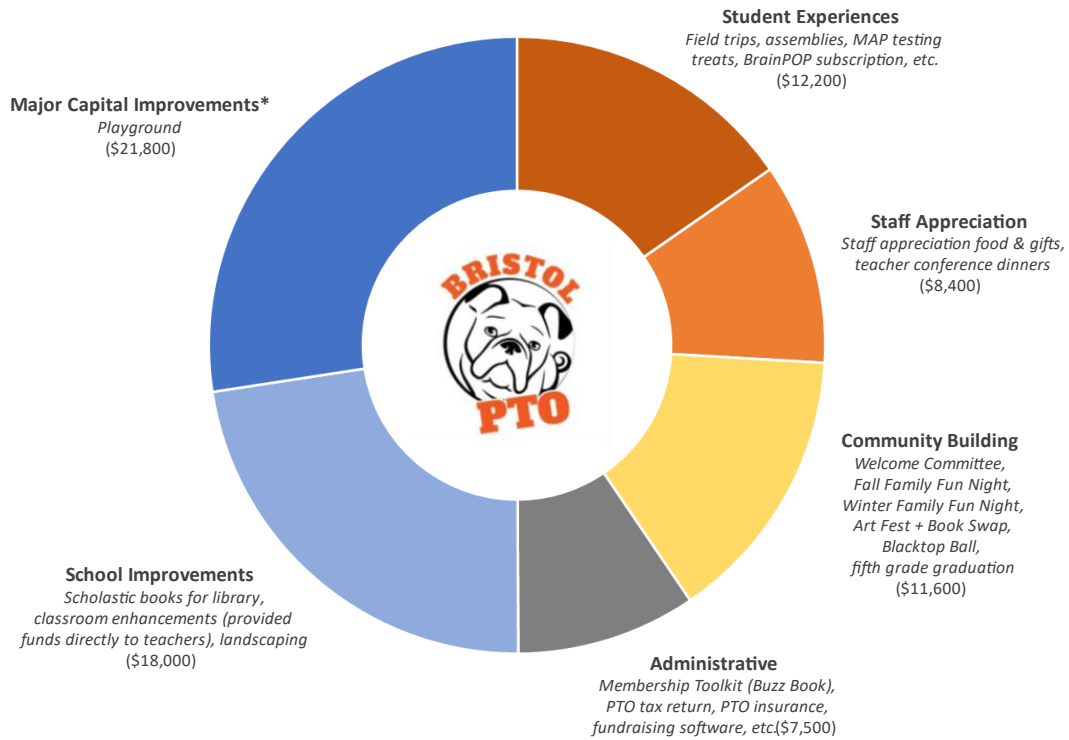
Treasurer: Lauren Bruno

- **2024-25 School Year Budget** approved. The Board can vote to amend the budget in the future should a need/change arise
- **Discussion** included:
 - **Field Trips:** Budget expected to increase by \$3,000. Many grade levels have been taking less or no field trips since COVID. The school plans to move towards more equity with an increase in the amount of trips. In the past, PTO had contributed \$10,000 to an account for buses. Terry confirmed the balance has been depleted and we will need more transportation funds for next year
 - **Gift Card Proceeds** to be utilized for Blacktop Ball next school year. Gift card sales are typically higher (\$6,000-7,000) but have driven by a single family's large purchase for their business. May not continue to be as high in the future
 - **Staff Stipend:** Discussed decreasing from \$100 to \$50 per teacher (\$50 to \$25 for part time employees). This stipend is utilized for classroom supplies at the beginning of the year and is possibly an area where we can reduce cost in an effort to rebuild our budget
 - **Teacher's Lounge:** Currently have a surplus of goods. Discussed having Staff Appreciation Committee touch base with Terry Mueller monthly prior to reordering
 - **The Welcome Committee** budget typically is spent on The Welcome Picnic which includes an ice cream truck. They also provide Bristol t-shirts and signs to incoming kindergarten class. Like for MAPP testing, PTO could limit ice cream options to reduce cost
 - **Student Support / Encouragement** includes "scholarships" to assist families with expenses they may not be able to cover (Cardinals tickets)

Bristol PTO
 2023/2024 actual vs. 2024/2025 budget

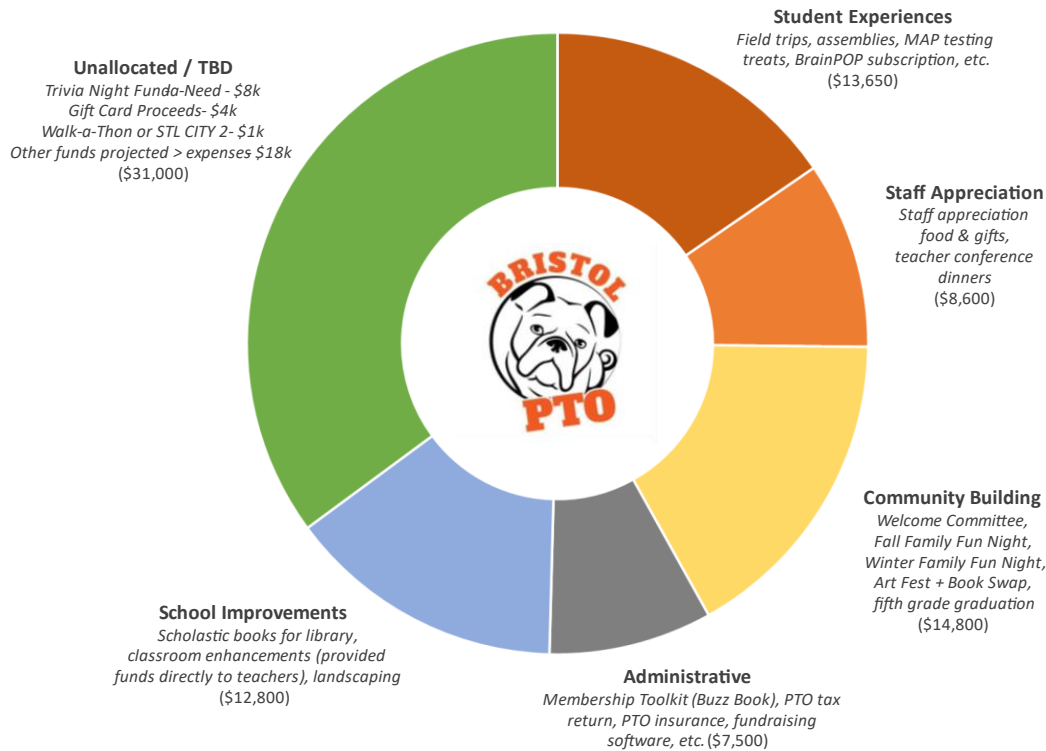


2023 / 2024 Spending



* The PTO made the 1st payment for the new portion of the playground in spring 2024 with additional payments due in summer/fall. The full purchase amount required multiple years of fundraising, but only the portion raised during the 2023/2024 school year is included above. The PTO also purchased a sound system, cafeteria mural, and supplies this school year from prior years' fundraising.

2024 / 2025 Budget



VP Administration/Communications: Maren Mellem

- **Class Parties:**
 - Looking to create more equity across classroom parties
 - Received feedback from class parties and will now create “party planning packages” for future use

VP Events: Andrea Sullivan and Jackie Johanning

- **Blacktop Ball:** Attendance number: 640
 - Had extra food from the Lion’s Club, will decrease amount for next year
 - Temporary tattoos were well received and saved money instead of providing airbrush tattoos/face painting
 - Dunk Tank needs two attendants next year (only one this year) for safety reasons and to help it move more efficiently
 - Basketball requires more supervision as well
 - DJ was well received
- **Fall Fun Event** will be the first event for the upcoming school year
 - Determined Stuffy Sleepover will be too labor intensive to host
- **5th Grade Graduation Reception:** Anna discussed adding this responsibility to the Events Committee instead of being hosted by 4th grade room parents to increase continuity

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:**
 - **Teacher Appreciation Week:** Provided years signs, video, gift bags with tumbler, \$25 Llewellyn's gift card, two cookies from Vanilla Sugar Bake Shoppe, one lunch and one breakfast
 - **End of School Year:** Possibly one special treat per teacher
- **Beautification Committee:** Girl Scouts have worked hard the past few months preparing the garden. Hannah Bingaman continues to mulch and place rock for the pathway. Maintenance will mow the lawn before graduation
- **Welcome Committee:**
 - Will work on purchasing Kindergarten t-shirts this summer and welcome gifts for new families. Currently estimating three Kindergarten classrooms this Fall
 - **Back to School Picnic:** Saturday, 8/24/24
 - Bristol Equity Parents would like to have representation/a table

VP Fundraising: Andrea Taylor

- **City 2 Game:** September 17th or September 25th
- **Dine Out Events 2024-25 School Year:**
 - Planning to schedule a recurring event once a month (example, first Tuesday of the month at Parkmoor).
- **Gift Card Sales:** Plan to start selling earlier next year (early November) to give individuals more time to plan for gifts and purchase. Would like to include new businesses as well
- **Trivia Night:** Currently looking for a new venue that holds approximately 300 and has good sound quality

Auditor: Christy Curtis

- Will be creating a formal audit process for position prior to handing over to new Auditor

Corresponding Secretary: Kerri Goodson

- **Wait Until 8th Pledge:**
 - Empowers parents to come together to delay giving children a smartphone until the end of 8th grade. (This pledge is for smartphones only and basic phones/watches/devices for calls and texts are allowed).
 - Current Kindergarten parent and adolescent/young adult therapist, Deanna Dopplick, would like to take the lead and form a committee at Bristol for this initiative. The committee would be comprised of a parent from each grade level
 - The Kindergarten class at Bristol is now active (more than 10 families have signed the pledge)
 - Committees have formed at other Webster Groves schools: Clark has active pledges in 1st, 2nd and 3rd grades. Avery and Edgar Road all have several grade levels active.
 - To learn more and sign the pledge, please visit www.waituntil8th.org

Social Media Liaison: Christi Rejent

- Will transition Facebook administration rights to Christy Curtis at end of school year

Diversity and Inclusion Representative: Anna Sears

- **Upcoming Meetings:**
 - **BE (Bristol Equity) Parents:** One to two get togethers over the summer which will include planning for 2024-2025 school year. Reach out to bristolequityparents@gmail.com to be included on the distribution list and meeting invitations

- **Cross-school PTO Equity Representatives:** One summer get together and planning for 2024-2025 school year
- **Reflection of the Year (from Bristol Equity Parents):**
 - **What worked well:**
 - Appreciated the openness to adopting the Equity & Inclusion Checklist for event planning. Would like one BE Parents representative to participate in the Events Committee to make use of this tool easier
 - Almost all events this year were free for families and funds were made available for families upon request for one event when not free (15 tickets for the baseball game)
 - **What to improve:**
 - **Events:** Would like to improve on the efforts from this year to make inclusion efforts more visible and consistent. This would include adding accommodation and financial assistance language in every invite, better signage at event entrance that discusses information about allergies, quiet spaces, etc.)
 - **Other Ideas:**
 - **General PTO Meetings:** Hold an early fall meeting that serves as a general information session and welcome, ideally with participation from Bill Senti and Meg Holiday. Provide childcare. Especially helpful for families newer to Bristol to understand our customs and culture. Include information about what the PTO does, budget, quick overview of each position & committee, general plan for events for the year (including explaining things like sign up parties), solicit feedback, share how people can stay informed and/or help, etc.
 - Host a few **PTO Executive Board listening sessions** to solicit feedback from families about what is going well and what needs to improve. Bristol Equity Parents could facilitate and host
 - **Events:** Consider a spring or fall service event in conjunction with the Webster Groves Parks and Recreation Department. Anna reached out and they are supportive. She is willing to coordinate and feels we may receive participation with different families by introducing a new format of event
 - **PTO Spending:** Would like to gather more information on what the PTO is responsible for funding within the context of other school spending (district/other funding). This could be shared in a general meeting format in collaboration with the school board or other schools. For example, in 2023/2024, \$32,000 of PTO spending was on experiences and community building for students/staff/families, while \$44,000 was spent on supplies, books, landscaping, playground

Bristol PTO 2024 / 2025 Activities – Join In!

(+ several committees are active all year)



info



community



service



fundraising



celebration/
appreciation

PTO Activity	Aug.	Sept.	Oct.	Nov.	Dec.
Welcome Picnic					
New Family and/or General Meeting					
Service Event					
Halloween Party					
Dine Out Nights					
Scholastic Book Fair					
Stuffy Sleepover Fundraiser					
Fall Donation Drive + Gift Card Sales			—————→		

PTO Activity	Jan.	Feb.	Mar.	Apr.	May + Summer
Winter Family Fun Night					
Spring General Meeting					
Trivia Night + Sign Up Parties (tickets)					
Art Fest & Book Swap					
Blacktop Ball					
Cardinals Game					
5 th Grade / End of Year Celebrations					
Sign Up Parties (attend)					
Dine Out Nights					

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 6.12.2024