

PTO Executive Board Meeting Minutes

October 2024

Tuesday, 10/8/2024, 7:30 PM- 9:10 PM

Zoom

Attendees: Nancy Zitzmann, Interim Principal; Meg Holliday, Assistant Principal; Julia Ringkamp, Co-President; Maren Mellem, Co-President; Crystal Hoffmann, VP Community; Susan Krieg, VP Administration/Communication; Jaclyn Burgdorf-Johanning, VP Events; Lauren Bruno, Treasurer; Kerri Goodson, Corresponding Secretary; Anna Sears, Director, DEI; John Helmig, Teacher Liaison; Christy Curtis, Social Media Liaison; Carolyn Schwent, Auditor

Absent: Andrea Taylor, VP Fundraising

Principals: Nancy Zitzmann/Meg Holliday

- **Playground Update:**
 - Pour and Play install started on 10/8/24 and will be completed on 10/9. The surface needs 24 to 48 hours to cure. Will be obtaining a quote to power wash after
 - Plan to host a “Blue Ribbon Cutting” ceremony for each grade to celebrate and review rules of the new playground equipment. Suggestion provided to film event to show at Trivia Night
 - Picnic tables have not been ordered yet. Planning to order from same company utilized for front picnic tables. Meg to reach out to Bill Senti
 - Received free use of stencils from The Department of Mental Health. Will purchase paint and use stencils on playground blacktop
 - Missing swing ordered
- **Class Parties:**
 - Discussed offering end of trimester parties instead of seasonal parties (starting next school year) to celebrate achievements and accomplishments
 - This would also allow more time for volunteers to sign up and for room parents to acclimate to role and plan
- **National Blue Ribbon School Update**
 - Dr. Simpson, Meg Holiday and Jenny Boyle are traveling to Washington D.C. to accept award on 11/8
 - Teacher celebration to be held at Llewellyn’s on 10/16
 - Banners ordered to display at school
- **Veteran’s Day Assembly:**
 - Date changed from 11/8 to Monday, 11/11 at 9:45 AM

Teacher Liaison: John Helmig

- **Library Updates:**
 - Anne Link has requested several updates to the library. It has been roughly 15 years since the last library update
 - “Browsing Shelves” in the picture book section
 - Possible Eagle Scout Project
 - Possible Trivia Night Fund A Cause idea
 - Matching tables
 - Kid friendly sofas

- **BEST Funds Thank you:**
 - Katy Ravensberg received almost 100 Decodables books and has already started utilizing them with the students. Katy states these books are great because they give students a chance to practice phonics skills learned both in the classroom and with an interventionist

President Report: Julia Ringkamp & Maren Mellem

- **September Meeting Minutes** reviewed and approved
- **Goals:**
 - Find a meaningful way to place earned funding back into Bristol efficiently and quickly
 - Discussed rolling out small playground improvements and replacing classroom furniture in stages
 - Use the funds we have already raised and follow through with existing plans
 - Increase total number of events
- [Newsletter](#) was distributed last Friday, 10/4
- All PTO committee signups are located in Membership Toolkit. Please use these lists for future communication and verify with committee chairs if others should be added
- **Penny Wars Update:**
 - Detailed post to go out Friday, 10/11/24 with instructions and rules
 - Plan to offer bonus "Power Hours" and utilize Give Smart to encourage larger donations
 - **Counting:**
 - Will be creating a sign up for PTO and parent volunteers to count money collected daily
 - Carolyn has a bank where money can be counted
 - PTO providing jars
 - Class with the most points wins a pizza party
 - Grade level with most points wins a popcorn/bingo party

Treasurer: Lauren Bruno

- **Field Trips:**
 - Field trip requests are starting
 - 2nd grade has two coming up
- **Accountant Update:**
 - Extension has been filed. Met with Carolyn Schwent. Discussed scaling back and limiting services for a lower fee

VP Administration/Communications: Susan Krieg

- **Fall Parties/ Room Parents:**
 - Will be sending out a Google form survey to gather ideas from Fall Parties

VP Events: Jackie Burgdorf-Johanning

- **Fall Fun Event:** Friday, October 25th from 5:00-8:00 PM
 - **Trail or Treat Tables:** Need more volunteers. 3 so far. Goal is 20 total
 - **Pizza:**
 - Ordered 100 pizzas last year from Jet's which cost \$1200
 - PTO would like to continue to provide a food option with this event occurring during dinner time
 - Need to determine whether PTO will provide or charge. Since less funds were raised from the City 2 game (\$380 versus \$1000), currently there are not enough funds to provide the same amount as last year

- Planning to utilize funds raised from Penny Wars depending on the success of the event
 - Jackie is looking into different, more cost effective options for pizza: (Costco, Domino's)
 - John Helmig volunteered to pick up pizzas
- **Winter Event:**
 - Amy Young in charge
 - Kirkham Fieldhouse suggested as a location
 - Bowling suggested as an activity

VP Community: Crystal Hoffmann

- **Staff Appreciation Committee:**
 - Dinner from Cyrano's for upcoming Fall Conferences
- **Beautification Committee:**
 - Crystal Hoffman leading committee along with two parents
 - **Fall Clean Up Event:** 10/12 at 11:00 AM
 - Adding Fall décor, weeding, removing vines on fence, utilizing paint stencils
 - Both buddy bench and swing set needs paint
 - No plantings are scheduled for this school year due to additional tuckpointing work over the summer
 - Girl Scouts plan to clean up butterfly garden
- **Welcome Committee:** No updates
- **Bristol Dads Group:**
 - Annual Golf Outing scheduled for 11/8/24 at Forest Park. Raised \$800 last year

VP Fundraising: Andrea Taylor

- **City 2 Game:**
 - 76 tickets sold. Raised \$380 (Sold roughly 200 tickets last year/ raised \$1000)
- **Trivia Night: 2/22/25**
 - Moolah Shrine Center Ballroom reserved
 - It has capacity for up to 550, therefore, registration will not be capped
 - More expensive, however, offers more: Moolah staff will set up and take down event. They have staff available to run an open bar, technology and sound
 - Need to check weather policy if cancellation is needed
 - Need someone to chair event and help recruiting for the committee
 - **First Committee Meeting:** Tuesday, 10/15 at Margot Vishion's house

Auditor: Carolyn Schwent

- No updates

Corresponding Secretary: Kerri Goodson

- No updates

Social Media Liaison: Christy Curtis

- No updates

Diversity and Inclusion Representative: Anna Sears

- **Annual Costume Drive:**
 - Only 10 costumes were donated this year compared to more than 20 last year. This is a low effort initiative; however, other elementary PTOs are declining to participate due to consistency with the district's policy of no holiday celebrations

- **Bristol Service Morning:** 9/21 from 9-11 AM at Barbre Park
 - A couple dozen adults and kids attended
 - Would like to attempt twice per year. It was easy to organize, free, and a nice way to spend time with a smaller group of service minded families
- **Bristol Equity Parents:**
 - A volunteer is creating a list of Dine Out Night and gift card suggestions
- **Upcoming Meetings/Events:**
 - **Equity in Action Meeting (District wide):** Monday, 11/4 from 5:30-7:00 PM at Service Center

Future PTO Meetings:

- November 12, 2025: Zoom
- January 14, 2025: In person
- February 11, 2025: Zoom
- March 11, 2025: Zoom
- April 8, 2025: Zoom
- May 13, 2025: In person

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 10.30.2024