

PTO Executive Board Meeting Minutes

January 2025

Tuesday, 1/14/2025, 7:30 PM- 8:50 PM

Global Brew (9578 Manchester Road)

Attendees: Nancy Zitzmann, Interim Principal; Meg Holliday, Assistant Principal; Maren Mellem, Co-President; Crystal Hoffmann, VP Community; Lauren Bruno, Treasurer; Susan Krieg, VP Administration/Communication; Kerri Goodson, Corresponding Secretary; John Helmig, Teacher Liaison; Carolyn Schwent, Auditor

Absent: Julia Ringkamp, Co-President; Jackie Burgdorf-Johanning, VP Events; Andrea Taylor, VP Fundraising; Anna Sears, Director, DEI; Christy Curtis, Social Media Liaison

Principals: Nancy Zitzmann/Meg Holliday

- **2025-2026 Principal Search Update:**
 - Selected students along with invited parents will be interviewing candidates on 2/11. Next PTO Board meeting will be changed to 2/18 to accommodate this meeting
- **National Blue Ribbon Award Update:**
 - **Banners:** Pat Weaver designed two banners that are now displayed at the Gray Avenue entrance. The banner displayed in back was given during ceremony
 - **Bristol Proclamation Day:** City Hall has announced that Friday, 1/17, will be Bristol Proclamation Day. The 8th grade band will be performing during an assembly to celebrate
- **Cafeteria Sound Panels** have been delivered and will be painted to match the existing student mural prior to installation
- **5th Grade Art Project:**
 - Fifth grade students started working on 1/13 with a local artist to create an art display for the Gymnasium Lobby
- **Kindergarten Registration:**
 - **Information Night** rescheduled for 1/30 at 6:30 PM (parents only)
 - **Prospective Family Tours** will be held Thursday, 1/30 from 5:00- 6:00 PM and on Friday, 1/31 from 9:00-10:00 AM and 1:00-2:00 PM
 - **Kindergarten Preview Day** will be held on 5/6 at Bristol for incoming Kindergarten students
- **Classroom Spring Parties** to be held Thursday, 3/20 from 1:30-2:30 PM
- **Recognition/Thank You:**
 - Thank you to the Curtis and Senti families for shoveling the sidewalks outside of school
 - Teachers appreciated their winter gifts (Parkmoor gift cards)
- **WOW (Webster on Wheels)** will be held 5/3/25 in the afternoon
- **Fund A Cause:** Library Renovation options discussed:
 - [Option 3](#)
 - [Option 2](#)
 - [option 1](#)

Teacher Liaison: John Helmig

- **Bristol Day at the Ballpark:** Sunday, 5/4/25 at 1:15 PM
 - Ticket prices have increased to \$25.00. Profit will be less than \$900. In order to increase fundraising efforts, decision made to sell tickets for \$28 each to ideally raise around \$2600

- Seating will be in the 100 and 200 level sections
- Each ticket includes one hot dog and one soda
- Will continue to offer financial assistance for families in need of tickets
- **Music Bingo:** Sara Wichard volunteered to manage teacher sign-ups for auction items

President Report: Julia Ringkamp & Maren Mellem

- **November Meeting Minutes** reviewed and approved
- **PTO Next Year (2025-2026):**
 - If your term will be ending, start thinking about a replacement for your role and if you would like to continue in a different role
- **Bylaws:** need to review by the end of this school year
- **General PTO Spring Meeting:**
 - Hoping to offer a combined meeting with other Webster schools. Will reach out to see what District has planned for Spring 2025
 - Maren has an idea for a speaker who teaches about empathy. This could work for this Spring or next Fall 2025. Discussed hosting an in school event for students and then discussing it with the parents at the evening PTO meeting

Treasurer: Lauren Bruno

- **Field Trips:** continuing to be scheduled and funded

VP Administration/Communications: Susan Krieg

- **Trivia/Music Bingo Night: 2/22/25** at Moolah Shrine Center
 - **Tickets:** 20 tables have sold. John mentioned two teacher tables are planned but have not been purchased
 - **Bar sponsor** needed. Plan to reach out to Off Elm
 - **Transportation:** Considering selling bus rides from Bristol to Moolah. Maren to research bus cost
 - **Teacher Wish Tree:** While the idea is well liked, Trivia Committee has decided to do offer this at another time, possibly during Back to School next Fall or Spring conferences
 - **Classroom Baskets:** Will leave decision to create a basket up to the room parents. They can create individual baskets or baskets per grade level. Mainly would like communication sent out to all parents asking if they have an item to auction (for example, tickets to a sporting event)
 - **Student Raffle:**
 - Discussed offering raffle for one or two of the larger teacher items (Principal for the Day)
 - **Low Cost/Free Auction Options:**
 - Front row seats at Fall Fest, concerts and 5th grade graduation
 - Select a lunch menu item or movie for Fall Fest
 - Choose a student for the Dunk Tank at Blacktop Ball
- **Progressive Dinner:** Saturday, 4/26/25
 - Still in need of people to host dinner. Please reach out to Christi Rejent if interested

VP Events: Jackie Burgdorf- Johanning

- **Winter Event:** Shrewsbury Bowl: 1/26/25 from 1:00-3:00 PM
 - Decision made to not offer snacks/drinks due to time range and potential mess while bowling
 - Evite to be sent in Bulldog Bulletin on Friday, 1/17
- **Art Fest/ Book Swap:** Bristol Gym
 - Need to determine if event will be held on Wednesday, 4/9 or 4/16
 - Events Committee to coordinate with Ms. Capron

VP Community: Crystal Hoffmann

- **Welcome Committee:**
 - **Shirts:** Designed new shirts for committee members. Lauren to notify committee of remaining budget so shirts can be ordered
 - **Back to School Picnic:** Sunday, 8/24/25 from 4:00-6:00 PM. Free ice cream to be provided
- **Bristol Dads Group:** No updates
- **Staff Appreciation Committee:** No updates
- **Beautification Committee:** Recommend not utilizing any hay barrels next Fall. They became saturated with water and were difficult to remove

VP Fundraising: Andrea Taylor

- **Cyrano's Dine Out Night** raised \$1106
- **Gift Card Sales** raised over \$4000
- **City 2 Game** raised \$380

Auditor: Carolyn Schwent

- No updates

Corresponding Secretary: Kerri Goodson

- **Scholastic Book Fair:**
 - Total gross sales were \$10,482.50. Bristol Library will receive \$4587.40 in Scholastic dollars
- **Thank You Notes:** Penny Wars Give Smart donation thank you notes have been sent

Social Media Liaison: Christy Curtis

- Please send information to be included on Facebook to (314)-623-4262 or ChristyJayneCurtis@gmail.com

Diversity and Inclusion Representative: Anna Sears

- **Remaining Bristol Equity Parents Meetings:** (all are invited, may bring children)
 - Winter: Library Meeting Room: 1/21/25, 6:30-7:30 PM
 - Spring: Library Meeting Room: 4/9/25, 6:30-7:30 PM

Future PTO Meetings:

- February 18, 2025: Zoom (date moved due to Principal interviews)
- March 11, 2025: Zoom
- April 8, 2025: Zoom
- May 13, 2025: In person

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 1.16.2025