

PTO Executive Board Meeting Minutes

March 2025

Tuesday, 3/11/2025, 7:30 PM- 9:00 PM

Zoom

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 Administration/Communication; Jaclyn Burgdorf-Johanning, VP Events; Kerri Goodson, Corresponding Secretary; Anna Sears, Director, DEI; John Helmig, Teacher Liaison; Carolyn Schwent, Auditor

Absent: Andrea Taylor, VP Fundraising; Christy Curtis, Social Media Liaison

Principals: Nancy Zitzmann/Meg Holliday

- **Kindergarten Preview Day:** May 6th from 3:15- 4:00 PM
 - Incoming Kindergarteners will have the opportunity to spend time in the classrooms while parents attend an information session in the library
 - 50 students have registered for Kindergarten
 - Planning to have two to three PTO representatives present
- **School Toolbox/ Supply Lists:**
 - Teachers updating supply lists. Will be completed by Friday, 3/14
 - Julia and Maren are researching two supply vendors with the goal of decreasing total cost. Plan to have new selection made and ordering available by May 1, 2025
- **Black Repertory Theater:** Thursday 3/13/25
 - Will perform two shows (Kindergarten- 2nd grade and 3rd- 5th grade). Cost: \$900. Lauren to provide check to Nancy and Meg
- **Fund a Cause/ Library Renovation Priorities:**
 - Raised: \$6726
 - Would like to purchase new tables first followed by five browsing bins
 - Current bid: approximately \$1600 each. Total cost: \$8460. Looking into other vendors for bins:
 - [PICTURES](#) [BREAKDOWN of PRICES](#)

Teacher Liaison: John Helmig

- **Bristol Day at the Ballpark:** Sunday, 5/4/25 at 1:15 PM
 - 200 tickets sold
 - One family has reached out for ticket scholarship. John to provide code to Meg/Nancy

President Report: Julia Ringkamp & Maren Mellem

- **February Meeting Minutes** reviewed and approved
- **Supplies:**
 - Teacher aides need supplies such as scissors and pencil sharpeners. Nancy and Meg to let them know about BEST Funds and have them reach out to PTO for funding
- **PTO Newsletter Topics:**
 - Please email Maren or Julia with any ideas. Planning to have newsletter completed by the end of the week (3/14)

Treasurer: Lauren Bruno

- **BEST Fund:**
 - PTO approved Reading Specialist request for four complete sets of nonfiction decodable books. These will benefit all grade levels. Total cost: \$730

VP Administration/Communications: Susan Krieg

- **Classroom Spring Parties:** Thursday, 3/20 from 1:30-2:30 PM
 - Reminder sent out Friday, 3/7
- **Music Bingo Night Feedback and Updates:**
 - **Attendance:** 265 (328 attendees in 2024)
 - **Amount raised:** Approximately \$59,784 (\$61,720 in 2024)
 - Some discrepancies need to be resolved which may increase total
 - AV Tech paid \$50/hour but ended up being shared between two events and was not present when video sound did not work
 - **Feedback:**
 - Great venue. Acoustics improved from last venue
 - **Bar:** Paid \$2500. Lower quality brands offered and not many attendees utilized. Discussed not including next year. If utilizing again, beverage brands should be in contract
 - Plan to reserve next year's venue this Spring 2025
 - Working on better documentation for future planning
 - Plan to send out reminders for Sign up Parties and Progressive Dinner (4/26/25)

VP Events: Jackie Burgdorf- Johanning

- **Art Fest/ Book Swap:** Wednesday, 4/9 in Bristol Gym
 - Planning to include incoming Kindergarteners (50 registered)
 - **Art Project:** Will paint rocks to place in garden outside
 - **Book Donations:** Collecting from 3/18 to 4/8. Need bins/boxes for collection
- **Blacktop Ball:**
 - **Food Trucks:**
 - **Lion's Club:** Will reach out to see if available to serve free food again. Plan to advertise better that food is free and move truck closer to venue
 - Farmtruk and Kona Ice
 - **DJ:** Previous DJ has retired. His teenage children now run the business. Need to determine if want to still utilize
 - **Popcorn machine:** Two parent volunteers needed per shift
 - **Dunk Tank:**
 - Would like to move tank closer to entrance but water flow concern noted
 - First dunk sold to Hinkle Family
 - Plan to reach out to Bill Senti about electrical cords and lighting
- **MAP Ice Cream Truck (May):** Thursday, 5/8/25
 - Meg to share times from last year and previous schedule
 - Plan to limit choices to \$3.00 and under
- **Donuts with Grownups:**
 - Current dates: 5/13 (K-2nd grade) and 5/15 (3rd-5th)
 - Discussed changing date to one event for entire school on a late start Monday
 - Current rain dates: 5/14 for K-2nd and 5/16 for 3rd-5th
 - Concerns with safety and noise noted if hosting in Gymnasium like last year due to rain
 - **Donuts:** Last year, 35 dozen ordered for each day. Perfect amount with some left over for bus riders

VP Community: Crystal Hoffmann

- **Welcome Committee:**
 - **5th Grade Celebration:** Last Day of School: 5/23/25
 - Anticipate 75 students plus family members
 - Approximately one hour in duration
 - Lauren to provide information on available budget
 - Breakfast includes light refreshments: bagels (bread sliced), coffee, orange juice, bottles of water
 - About two volunteers are needed to serve items
 - Tablecloths and decorations should be in shed from last year
- **Bristol Dads Group:**
 - **Golf Outing:** April or May 2025
 - **Blacktop Ball:** Will ask members to assist with set up and clean up
- **Staff Appreciation Committee:**
 - Remind families of Amazon Wishlist
 - Conference dinner from LaChef to be provided on 3/18
- **Beautification Committee:**
 - Planning one last clean up the weekend of 4/21 before Blacktop Ball
 - PTO Shed area needs work
 - City of Webster Groves removed all branches and debris along playground fence
 - **Garden:** 2nd grade Girl Scouts plan to host a “Plant and Grow”
 - **Yard:** Grass needs to be reseeded and new mulch placed. Need to determine what tuckpointing/roofing work still needs to be completed first

VP Fundraising: Andrea Taylor

- **Dine Out:** Considering one more event in April

Auditor: Carolyn Schwent

- No updates

Corresponding Secretary: Kerri Goodson

- Notecards with PTO logo have been purchased for communication/thank you notes

Social Media Liaison: Christy Curtis

- Please send information to be included on Facebook to (314)-623-4262 or ChristyJayneCurtis@gmail.com
- **Scholastic Book Fair:**
 - Mrs. Link placed a large Scholastic order with funds raised this school year

Diversity and Inclusion Representative: Anna Sears

- **Spring Service Morning:**
 - Webster Groves Parks and Recreation needs help planting trees at Barbre, Blackburn and Barnickel Parks on 4/26/25
 - Planning to invite the other Webster Groves elementary schools to participate
 - Sign Up Genius to be created to allow individuals to sign up for one hour shifts
- **Last Bristol Equity Parents Meeting:** (all are invited, may bring children)
 - Spring: Library Meeting Room: 4/9/25, 6:30-7:30 PM

Future PTO Meetings:

- April 8, 2025: Zoom
- May 13, 2025: In person

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 3.31.2025