

# PTO Executive Board Meeting Minutes

## April 2025

Tuesday, 4/8/2025, 7:30 PM- 9:20 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; Christy Curtis, Social Media Liaison

**Absent:** Andrea Taylor, VP Fundraising

### Principals: Nancy Zitzmann/Meg Holliday

- **5<sup>th</sup> Grade Shirts:**
  - Nicole Spiegel (at Zoey's Attic) is spearheading. (She is a 5<sup>th</sup> grade parent)
  - Shirts are an optional purchase, however, would like all students to have the opportunity to purchase one. Suggestion made to add an option to pay zero or donate
- **MAP Testing:** Starts April 21st
- **Kindergarten Preview Day:** May 6<sup>th</sup> 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
  - Planning to have two to three PTO representatives present
- **School Toolbox/ Supply Lists:**
  - Julia and Maren are researching new supply vendors with the goal of decreasing total cost. Plan to have new selection made and ordering available in early May 2025. Plan to also extend ordering window
  - School Toolbox has lowered prices. Waiting on quote from other vendor that Hixson utilizes
- **Fund a Cause/ Library Renovation:**
  - Fund a Cause raised: \$6726
  - Would like to purchase (five) browsing bins first followed by tables
    - Current bid: approximately \$1600 each. Total cost: \$8460
    - PTO will cover additional amount needed from Music Bingo funds raised

### Teacher Liaison: John Helmig

- **Bristol Day at the Ballpark:** Sunday, 5/4/25 at 1:15 PM
  - Baseball ticket sales are closed
  - 501 Tickets sold (550 tickets sold in 2024)
  - Estimated funds raised: \$2,400
  - Delivery to students will be 4/28/25
  - Scholarship Tickets: 5 families requested

### President Report: Julia Ringkamp & Maren Mellem

- **March Meeting Minutes** reviewed and approved
- [Bylaw Review:](#)
  - Julia to send out an updated copy with minor changes made
  - Will approve at May 2025 Board meeting
- **PTO Positions Next Year 2025-2026:**
  - **Filled Positions:** Co-Presidents: Maren Mellem and Anna Sears, Treasurer: Lauren Bruno, VP Administration/Communication: Kerri Goodson, VP Events:

Jaclyn Burgdorf-Johanning, Teacher Liaison: John Helmig, Auditor: Carolyn Schwent, Social Media Liaison: Christy Curtis

- **Open Positions:** Corresponding Secretary, VP Community, VP Fundraising, DEI Director
- **5<sup>th</sup> Grade Farewell: 5/23/25**
  - Julia Ringkamp, Jackie Olson and Kate Riti are chairing
    - Lauren to provide information on available budget
  - **5<sup>th</sup> Grade Yard Signs:** Will likely need to purchase more signs due to increase in this year's class size

#### Treasurer: Lauren Bruno

- **2025-2026 Budget Review:**
  - **Brain Pop:**
    - Teachers continue to utilize, and the cost will increase slightly due to inflation. Will be covered by PTO
  - **Student Support Scholarship:**
    - Would like to add a scholarship line item under Equity and Student Support for situations when Bristol families need personal financial assistance
  - **Classroom Budgets** will be decreasing next school year
    - Therefore, an increase in Best Funds requests could occur
    - Will increase PTO staff stipends back to previous school year's amounts (decreased in half this school year)
  - **Field Trip Budget:** will decrease to \$2000 from \$2500 (funds remain from this year)
  - **Playground Budget:** will leave a minimal amount for future repairs

#### VP Administration/Communication: Susan Krieg

- **Classroom Spring Parties:**
  - Went well but received some parent feedback that it is difficult for parents to leave work early the day before Spring Break
  - Will ask for additional feedback to add to notes on Google Site
- **Music Bingo Night Feedback and Updates:**
  - Raised slightly under \$60,000
    - **Pending Items:** Moolah has not responded about concerns with AV Tech (paid \$50/hr. and was not present when video sound malfunctioned) and bar (have not received invoice of \$2500). They have not returned our \$500 security deposit
  - **Sign Up Parties** will close May 1
  - **Next Year's Venue:**
    - Plan to book this Spring for end of February or early March 2026
    - 250-375 person range
    - Committee discussed returning to Trivia next year and alternating with Music Bingo for future years

#### VP Events: Jackie Burgdorf- Johanning

- **Art Fest/ Book Swap:** Wednesday, 4/9 in Bristol Gym
  - **Setup** to start at 3:00 PM
  - **Light snacks** (chips, Pirates Booty, fruit snacks, water bottles) to be served
- **Blacktop Ball:** 5/9/25
  - **Food:**
    - **Lion's Club** is available and can prepare the food, but need volunteers to serve (5 per shift)

- **Farmtruk** unavailable
  - **Kona Ice** reserved
- **Activities:**
  - Considering ideas for new events such as water balloon toss (clean up would be messy). Offering temporary tattoos again
  - **Dunk Tank:** Needs a volunteer supervisor the entire time to ensure the safety of all attendees. Would like to move the tank closer to the entrance but there are possible water flow concerns
- Meg talked with Bill Senti, and he will assist with adding lighting
- **Donuts with Grownups:**
  - Dates: 5/13 (K-2<sup>nd</sup> grade) and 5/15 (3<sup>rd</sup>-5<sup>th</sup>)
    - Rain dates: 5/14 for K-2<sup>nd</sup> and 5/16 for 3<sup>rd</sup>-5<sup>th</sup>

#### **VP Community: Crystal Hoffmann**

- **Welcome Committee:**
  - No updates
- **Bristol Dads Group:**
  - **Golf Outing:** May 5<sup>th</sup>, 2025
  - **Blacktop Ball:** Will assist with set up and clean up
- **Staff Appreciation Committee:**
  - Plans in place for Teacher Appreciation Week
- **Beautification Committee:**
  - Not planning an all school event as the grounds are well maintained
  - Will reach out to the district to have dead bushes in the front of the school replaced
  - Back grass area on Gore needs to be reseeded
  - Girl Scouts to clean garden

#### **VP Fundraising: Andrea Taylor**

- No updates

#### **Auditor: Carolyn Schwent**

- No updates

#### **Corresponding Secretary: Kerri Goodson**

- No updates

#### **Social Media Liaison: Christy Curtis**

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

#### **Diversity and Inclusion Representative: Anna Sears**

- **Spring Service Morning: 4/26/25**
  - Partnering with other Webster Groves elementary schools to assist Webster Groves Parks and Recreation with planting trees at Barbre, Blackburn and Barnickel Parks
- **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:**

- May 13, 2025: In person, Llewellyn's at 7:30 PM

*Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 4.28.2025*