

PTO Executive Board Meeting Minutes

February 2025

Tuesday, 2/11/2025, 7:30 PM- 8:40 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; Jackie Burgdorf-Johanning, VP Events; Kerri Goodson, Corresponding Secretary; Anna Sears, Director, DEI; John Helmig, Teacher Liaison; Christy Curtis, Social Media Liaison

Absent: Andrea Taylor, VP Fundraising; Carolyn Schwent, Auditor

Principals: Nancy Zitzmann/Meg Holliday

- **Gaga Ball Pits:** Flooring has been provided and installed by the district
- **Spring Pictures:** Considering switching vendors. The new vendor will no longer offer Spring photos. Need to determine if this will be an issue
- **Bulldog Raffle:** Each student will be provided with two raffle tickets:
 - **By grade level:** popcorn picnic, extra recess, popsicle picnic
 - **Individual:** plan the next Spirit Day with the Principals, invite a friend to dance and eat donuts with Dr. Wichard
- **Fund a Cause/ Library Renovation Priorities:**
 - Top priority: Browsing Bins followed by new tables
 - Requesting five bins at roughly \$1600 each. Total cost: \$8460
 - Students utilize the current browsing shelves more than any other area of the library. These will increase the amount and variety of books kids choose
 - Will put together pictures from Avery's library bins and gather more information from Anne Link for Music Bingo presentation
- **Kindergarten Registration:** 38 families so far
- **Classroom Spring Parties:** Thursday, 3/20 from 1:30-2:30 PM

Teacher Liaison: John Helmig

- **Music Bingo:** Sara Wichard volunteered to manage teacher sign-ups for auction items. Please turn into Susan Krieg by Thursday, 2/13

President Report: Julia Ringkamp & Maren Mellem

- **January Meeting Minutes** reviewed and approved
- **PTO Next Year (2025-2026):**
 - If term ending, start thinking about a replacement for your role. If able to stay on the Executive Board, decide if you would like to continue in a different role
 - **Open roles:** Co- President, VP Fundraising, VP Administration, Secretary
 - Maren to create flyer/graphic with all committees/positions. Will post in next PTO Newsletter, on social media and in Bulldog Bulletin
- **5th Grade Celebrations:**
 - **2025 Celebration:**
 - Lauren to provide information on available budget
 - Larson Park and Bubble Bus reserved

- **Future Celebrations:**
 - In previous years, 4th grade parents (specifically 4th grade PTO Executive Board parents) have planned and executed the 5th grade breakfast held on the last day of school
 - Breakfast includes light refreshments: bagels, coffee, orange juice. Volunteers are needed to serve items
 - Have determined that a formal committee is needed to streamline planning. Suggestion made for either the Welcome Committee or Events Committee to manage moving forward
- **School Toolbox:**
 - Would like to change vendors to decrease cost. Julia and Maren to research and determine alternate route. Plan to have new selection made and ordering available by May 1, 2025

Treasurer: Lauren Bruno

- **BEST Funds:** Dr. Wichard will be placing a request for the 4th and 5th Spring concerts for approximately \$100. Detailed information to be communicated through Group Me with specific amount needed

VP Administration/Communications: Susan Krieg

- **Trivia/Music Bingo Night: 2/22/25** at Moolah Shrine Center (Grammy's theme)
 - 32 tables sold (39 last year)
 - Silent Auction items will go live on Monday 2/17
 - Site visit completed on Friday, 2/7
 - **Sign up Parties**
 - In need of a few more student parties, specifically 1st, 3rd and 5th grades
 - Will send out FAQs document to attendees
 - **Progressive Dinner:** Saturday, 4/26/25

VP Events: Jackie Burgdorf- Johanning

- **MAP Ice Cream Truck (May):**
 - Would like to know specific dates in order to reserve truck. Plan to limit choices to \$3.00 and under
- **Shrewsbury Bowl Winter Event:**
 - 136 attended (perfect amount). Most likely could not have accommodated more well in that space. Two hours was a perfect amount of time
 - Great inclusivity, lots of mixing of different grades and students
- **Art Fest/ Book Swap: Wednesday, 4/9** in Bristol Gym
 - Events Committee to coordinate with Ms. Capron
- **Donuts with Grownups:**
 - Current dates 5/13 (K-2nd grade) and 5/15 (3rd-5th)
 - Would like to build in rain dates this year (5/14 for K-2nd) and (5/16 for 3rd-5th). Concerns with safety and noise if hosting in Gymnasium like last year due to rain

VP Community: Crystal Hoffmann

- **Welcome Committee:**
 - **Incoming Kindergarteners and New Families:**
 - Assisted with Kindergarten Information Night night and Prospective New Family Tours
 - Facebook Class of 2038 page has been created
 - An information handout for new families has also been created: <https://www.canva.com/design/DAGbRlrSf3s/P3GI1xEAr0SzOQEHnKbdK>

[w/edit?utm_content=DAGbRlrSf3s&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton](https://www.example.com/w/edit?utm_content=DAGbRlrSf3s&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

- **Back to School Picnic:** Sunday, 8/24/25 from 4:00-6:00 PM at Larson Park
 - Ice cream truck booked
- **Bristol Dads Group:** No updates
- **Staff Appreciation Committee:**
 - Meeting held 1/29
 - Please email Crystal with ideas for Teacher Appreciation Week gifts
 - Susan would like to connect LaChef owner with Katie Wright (Committee Chair) for future teacher meal options
- **Beautification Committee:** Planning to host a clean-up session prior to Blacktop Ball

VP Fundraising: Andrea Taylor

- **Fall 2025 CITY 2 Game:** Schedule available, can reserve date for next Fall 2025

Auditor: Carolyn Schwent

- No updates

Corresponding Secretary: Kerri Goodson

- **Scholastic Book Fair:**
 - Funds (\$4664.54) have been made available to Ms. Link

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

- **Spring Service Morning:**
 - Considering scheduling an event in conjunction with Webster Groves Parks and Recreation. Two hours in duration, but can sign up for one hour slots
- **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:

- March 11, 2025: Zoom
- April 8, 2025: Zoom
- May 13, 2025: In person

Meeting minutes submitted by Kerri Goodson, Corresponding Secretary, 2.25.2025