

Minutes of the Board

Zionsville Community High School PTO 2024-2025

May 5, 2025

Board and Committee Member Attendance:

Present—Jenny Garrett, Sarah Sampson, Candace Murphy, Michelle Schlegel, Lori Foster, Marissa Bowers, Eric Plank, Jennifer Baker, Elizabeth Munk, Ashley Callahan, Jen Trowsell, Anna Nguyen, Sandy Sifferlen, Jennifer Fyffe, Karen McDaniel, Susie McKenna.

President's Report

- The meeting of the 2024-2025 PTO board was called to order at 9:34am by PTO President Susie McKenna.
- Introductions were made around the table.
- Meeting dates set for next year. Discussion on dates. Will move September 22 meeting and move the April meeting to avoid Spring Break.
- BTS dates are out. Need volunteers for shifts. Asking board members to volunteer. Sign-up Genius is live. Asking for \$75 donations to the PTO. Need to make a plan for online donors to pick up planners.
- Discussion on Sign-up Genius.
- Want to start a Google Drive to keep all PTO information in a central area with access for all. Will send the link to members.

Secretary's Report

- Corrections were made to the Minutes prior to the meeting.
- A motion was made by Sandy Sifferlen to approve the Minutes. All were in favor. The Minutes will be uploaded to the Google Drive.

Treasurer's Report

- Candace Murphy reviewed the Budget- we are in a good financial position.
- Please turn in receipts.
- Move to approve the Budget by Sarah Sampson. All were in favor and the Budget was approved.

Principal's Report

- AP tests begin today and go through May 16.

- Big week for student activities. Cap and gown distribution is on Wednesday. Honors Night is Wednesday. Relay for Life is on Saturday at the stadium.
- Color Run benefitting ZEF is May 17.
- Thursday night will be the first photo opportunity for Seniors at the stadium.
- Year Book distribution will be on May 21st this year.
- May 23 is Memories and Milestones Day for Seniors.
- Graduation is June 8th. Much discussion on future graduation schedule.
- Discussion on dates to put into the Planner. Discussion of planner costs, quantities and donation amounts. Will price out 350 planners and plan to sell leftovers at Freshman Orientation.
- Karen would like PTO to give gift cards to Freshman Kick Off Day teacher volunteers. She would like \$50-\$75 for 25 teachers. Will use the principal discretionary fund. Discussion on making this a line item in our budget. A movement was made to spend \$1250 out of the Educational Enrichment fund and add a line item for next year's budget. All were in favor. Will use Amazon or Meijer gift cards.
- A motion was made to take \$200 from Student Services to cover Senior Day items. All were in favor.

Staff Services

- Thank you for all of the Teacher Appreciation Week treats. Please send pictures to Elizabeth for social media.
- Will need volunteers for the BTS lunch. Discussion on food.

Student Services

- Finals treats are coming up. Ice Cream will be provided to Freshman, Sophomores and Juniors. Will cost \$700.
- Donuts and markers for Senior Activities will be funded. Have students turn in their receipts to be reimbursed.
- Pre-purchase beads this summer for next year's activities.
- Thank you, Lori Foster, for all you have done!

Other Business

- Spirit Wear is being ordered and will be ready for BTS.
- April 25 will be next year's Prom.
- Newsletter is being finalized and ready to go. Note on transitioning to new member.
- Remaining Senior Signs will be put in the school yard.
- Candace Murphy presented Sarah Sampson a gift card and cup as a thank you for her service. Thank you to all volunteers.

The meeting was adjourned at 10:57am, by PTO President, Susie McKenna.

Submitted by Jenny Garrett, June 3, 2025.