



PTO Meeting Minutes

September 9, 2025

6-7pm

Topic/Speaker	Notes
Welcome & Call to Order (Brianne)	
Principal's Report (Dr. Kramer)	<ul style="list-style-type: none"> ● Google Form from Back to School Night 199/300 families have provided feedback thus far. <ul style="list-style-type: none"> ○ Classroom Coordinator 82 people willing to share info with PTO ○ T-shirt Size Collecting additional students' information ● One Book One School Book was selected, Heather and team working on related events, evening events. ● Other Inflatable Race We will post pictures, etc... Teachers are excited/expects all inflatables with be donated. New 5pm email/new website makes it easy to send information Encourage people to use CES Website Hub. *You do need to click on email to get into it get to hyperlinks. Deposit made for Whitaker Center. Apparently closing Capitol City Museum - kudos to PTO for funding that. Bus Tags. Dr. Kramer is working with the tech department to streamline this for next year. We will reach out to start this process earlier as well. Ordering Wall Ball tennis balls for each grade level in a specific color.
Treasurer Report (Michelle)	<ul style="list-style-type: none"> ● Staff Fund Request Process New Tax bracket we are now required to keep receipts Mrs. Shannon Hess "Love it, everything comes right to my classroom" Teachers used to get \$8 per student, this works out so much better. "This new process has been great, with amazon, really beneficial" Mrs. Luann Bicevskis shared no problems with teacher names on amazon boxes. ● Reading of the Treasure's Report:

	<ul style="list-style-type: none"> ● Monthly Update In August we paid for: Teacher Classroom supply requests 2 Field Trips Power Packs Donation New PTO laptop donated. We did have to buy Microsoft Office, QuickBooks, and it was more cost effective to purchase color printer (will pay for itself). ● Receipts Monthly Chairs are welcome to reach out to officers for purchases- Michelle/Alycia/Brianne Reimbursement form review. <p>Current Balance: \$22,900</p>
<p>Old Business (Alycia/Brianne)</p>	<ul style="list-style-type: none"> ● Bus Tags This is a volunteer opportunity for next year which will be streamlined. ● Picture Day We have documented areas of improvement for next year. Laura reached out to Life Touch about combs and will get back to us. ● Canva We have a non-profit acct this year. Posts will be preloaded to one location for easy access. ● Chair List <ul style="list-style-type: none"> ○ Social Media - Would like to find a new chair. ○ Anchor Club - Mrs. Erin Settle is faculty point person. ○ Book Fair ○ Spirit Wear (spring or next fall?) - We typically run every other year. ○ Fun Fest (basket raffle - Chanel Neff to chair again) Need help for games, food, tickets etc... ○ Glow Dance - Current chair would train up new person if there is interest. ○ Book Swap - March - Every other year held up in the forum. ○ Ice Cream Social - Paige has agreed to take this on-again next year. ● Library volunteer sign up via Sign Up Genius (has been filled for Sept/Oct) ● Chairs communicate to volunteers ● CES Attendance email - Please email ahead of time if a chair or volunteers plan to pick up their children in office on the day of events. ● Review PTO Communication Plan (Google Form) - Oct mtg ● Wall Ball Wall Update, Sponsorship Opportunities - Oct mtg

<p>Ice Cream Social (Paige)</p> <p>Sept. 5, 2025</p>	<ul style="list-style-type: none"> ● Debrief (planning doc in playbook/google drive) Paige shared in meeting: <ul style="list-style-type: none"> ○ "Thank you, teachers, and to everyone for their support. It was wonderful connecting former teachers and students and families. ○ We will order more water for next year ● Card My Yard (sponsor Run for Ed in exchange for \$500 event promotion)
<p>Run for Education (Brienne/Katie)</p> <p>Oct. 24, 2025 Rain Date Oct. 28, 2025</p>	<ul style="list-style-type: none"> ● T-shirt Design (Melina) - <i>Vote was taken. Option 1.</i> ● TV - Kudos Board - <i>Location selected. In progress with IT.</i> ● Dunk Tank Plan -<i>Dr. Kramer will be sitting in on dunk tank for day of Run for Ed - 85% of participation required. Special sticker on punch card to indicate student is eligible?</i> ● Incentives <i>Any class raising over \$500 will receive an extra recess Any class cumulative over \$750 in fall we will hold a spring lunch outside and extra recess Overall grade level with most participation will also get a treat Goal 35K Last year we raised 32K</i> ● Fundraising: <i>Pre covid it was all families Two years ago, we started soliciting business</i> ● Theme for Kickoff <ul style="list-style-type: none"> ○ Presentation/Theme TBD <i>Lanyard keychain Blind packs - golden ticket Review of Prizes</i> ○ Assembly Plan - <i>Would like it orderly. Maybe a Luau theme?</i> ○ Teachers ● Sponsors/Prizes (Volunteers to take/drop envelopes at businesses) <i>Michelle presented packets and instructions. We do include Tax Id Number for anyone that needs it on letter included. The PTO does ask for a gift card - if you have business in mind email us. Adding: Menche Music Rubber Soul Brewing Company</i> ● Schedule <i>We have added time schedule is longer due to dunk tank. DJ is booked and secure</i> ● Volunteer <ul style="list-style-type: none"> ○ Sign up ○ Punch cards (Oct Meeting/return to Office 10/20)

	<ul style="list-style-type: none"> ○ Envelope labels (get at Oct Meeting/return to Office 10/20) Spinning wheel - generated through online spinner (Display with projector) pulls winning name. Could we give away Pride tickets - Ice cream tickets Dr. Kramer has/uses his account - easy, per grade, go for it. Move 365 - will help warm kids up ● Will need help with: <ul style="list-style-type: none"> Punch cards Water Tying shoes Obstacle course Putting punch cards together. Last min envelopes - need help labeling and sending home w kids (Anchor can help with that - connect with Erin Settle)
Book Fair & Moe's (5th) Nov. 3-7, 2025	<ul style="list-style-type: none"> ● Chair/Co-chair Opportunity! ● Moe's - Set Up
Parent/Teacher Conferences (Melina) Nov. 24, 2025	<ul style="list-style-type: none"> ● Update on new format this year ● Plan details - Oct mtg <p>Will be held November and March. Monday Evening of 24th PTO will organize "dinner" "Sandwiches, soup, dessert is super helpful and easy"</p>
New Business	<ul style="list-style-type: none"> ● Family Photo Sessions - suggestions received, thank you. ● Super PTO Meeting <ul style="list-style-type: none"> ○ Monday, October 6, 6-8pm ○ Monday, February 9, 6-8pm
Teacher Report	<p>Mrs. Ashley Cope will be the new point person.</p> <ul style="list-style-type: none"> ● Classroom Connector Process ● Back to School Night ● Run for Ed/ FundHub Email ● Feedback on Fund Request Process *Discussed during Treasurer's report that it is going well.
Next Meeting	<p>Scheduled for Tuesday October 7th, 6pm</p> <p>Propose new date and/or time based on attendee availability? Maybe another night? Open discussion/no specific resolution. We can meet in the library for the next meeting. New chair volunteers stepped forward. Please check out envelopes ;) Meeting adjourned 6:58pm</p>