



Wheatland Elementary Parent Teacher Organization, Inc. PTO General Meeting Minutes September 23, 2025

Allison Roth, PTO President, called the meeting to order at 7:00 pm. at the Wheatland Elementary School library. Present were Elton Armbrister, Julie Archer, Samantha Jacob, Kaley Herman, Laurel Russell, Allison Marshall, Jordan Boone, Erin Hughes, Kelli Emrick, Kristen Gray, Laura Roddy, Marianne Schmidt, Jamie Binns, Marynell Popst, Michelle Dixon, and Kelsi Troilo.

Welcome: Allison Roth

Allison Roth welcomed the group and introductions were made. Jordan Boone asked for a motion to approve minutes from the August 26, 2025 meeting. Motion was made and seconded. The motion was approved without objection.

Treasurer's Report: Kaley Herman

Kaley Herman presented the Proposed Budget. Attached.

Key Points:

- The budget for the 2025-2026 school year has been forecasted.
- The Allocations Request Summary was reviewed along with what priority requests were currently being granted. Jordan Boone asked for a motion to approve the Allocations Requests. Motion was made and seconded. The Allocations Requests were approved without objection.

Principal's Report: Elton Armbrister

- There is a Professional Development Day on Monday, September 29th. Teachers will be participating in LETRS training.
- Mr. Armbrister encouraged people to think about volunteering to run to be President or Vice-President of the PTO next school year.
- The GAD parade is Saturday, September 26th. Students will be walking or riding their bikes/scooters behind the Wheatland Banner and are encouraged to wear Wheatland colors. We will meet at the backside of Cottonwood Elementary on the street that runs around and behind the school.

Coordinator Reports:

- **Teacher Meals and Room Parents**
 - October 14th and 23rd, teachers and staff members will be served dinner.
 - No new updates for Room Parents.

- **Staff Celebrations**
 - Staff celebrations will now be every other month and the monthly budget will be combined. The first staff celebration was a popcorn theme.

- **Spirit Wear**
 - An order was placed to sell Wheatland glow shirts during Warrior Dash.
 - Parents can place an order as well for the glow shirts through Logo Depot through October 3rd and they will be ready before the Drive-In movie night.
 - There were 27 Red Friday shirts sold and more items have been uploaded to the Spirit Wear website.

- **Restaurant Nights**
 - The first restaurant night was at Chick-Fil-A and went well.
 - The second restaurant night is scheduled for October 21st from 6:00pm to 8:00 pm and will take place at Chicken N Pickle.

- **GAD Parade**
 - The GAD parade is Saturday, September 27th and starts at 10:00 am but the roads close at 9:30 am, so please arrive early.
 - It is a Sunflower Theme, but please wear Wheatland colors.

- **Warrior Dash**
 - There was a Warrior Dash kick off assembly last week Friday.
 - Logo Depot will be making the Warrior Dash shirts this year.
 - Thank you to those who have already signed up to volunteer. There are still volunteer spots available, especially during the 1st and 4th grade times.

- **Book Fair**
 - The book fair will be held on October 13th – October 16th.
 - Mrs. Platzer is using Scholastic Books for this year's Book Fair.

- Thank you to everyone who signed up to volunteer. There are a few spots still available.

- **Social Nights**
 - There are 4 scheduled social nights.
 - The first social night is October 24th at Carousel. It has been posted on the PTO Facebook page.

- **Weekly Warrior**
 - To be added to email list ptoweeklywarrior@gmail.com
 - Emailed Wednesday mornings.
 - If you want something included in the Weekly Warrior email it to ptoweeklywarrior@gmail.com before 5pm the Monday before.

- **Holiday Hugs**
 - Support Staff Appreciation-There are still staff members that need to be adopted.

- **Student Directory**
 - There will be a QR code sent out for parents who have not approved their contact information to be a part of the directory, and there are still parents who need to complete this.

End of Year Updates:

- **Door Decorating**
 - Doors will be decorated this school year for Family Fun Night in the Spring.

- **Family Fun Night**
 - AHS has been already reached out to, so we can hopefully get more volunteers.
 - Discussed asking for FFN prize donations in the late fall this school year.

- **Family Fun Night Baskets**
 - Discussed sending out the basket themes for each classroom early again this school year.
 - There was discussion to break up the prize baskets more.

- **Yearbook Editor and Yearbook Orders**
 - Links to upload pictures will be sent out before Warrior Dash.
 - A reminder will be sent out in the Weekly Warrior stating every teacher will have his/her own link.

Reminders:

- **Sam's Club Membership**
 - Get card from Allison before shopping-tax exempt form fill it out

- **PTO Event Instructions for Coordinators**
 - PTO Facebook Group- Please create an event in our PTO Facebook group at least one week before the event (you can do them all now if you would like!). Make several posts to increase engagement in the days leading up to the event.
 - Weekly Warrior Email- Please e-mail Jordan at ptoweeklywarrior@gmail.com the information you would like her to include no later than Monday night so that I can approve the proof on Tuesday before it goes out each Wednesday.
 - School Website/Calendar- email Claire pruettc@usd385.org and Mr. Armbrister armbrise@usd385.org with date/time and all other pertinent information
 - Peachjar Digital Flyers/Wheatland Facebook Page- these must be APPROVED by sending an email to Claire and Mr. Armbrister well in advance with the following information:
 - The flyer (PDF is best) which includes the name and contact information for the coordinator in charge of the event
 - Dates you want the flyer to go out
 - Any information you feel is important to add to a Facebook post
 - There is a little bit of lag with Peachjar flyers since they have to be uploaded by the district office so please do not wait until the last minute to utilize this method of communication.
 - Paper Flyers- email Claire and Mr. Armbrister for approval and printing at least ONE WEEK IN ADVANCE. Please include:
 - The flyer (PDF is best) which includes the name and contact information for the coordinator in charge of the event
 - Dates you want the flyer to go out

- **Tax Exempt Forms and Reimbursement Forms**
 - Please take some with you to have on hand.

There being no further business, Allison Marshall called for a motion to end the meeting, a motion was made and seconded. The motion was approved without objection.

Allison Roth adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

/s *Julie Archer*

Julie Archer, Secretary