SCARLETT MIDDLE SCHOOL PTSO

Meeting Minutes (Executive Board Meeting)
September 22, 2025 – 7 pm to 7:45 pm

Our Mission: To facilitate close cooperation among parents, teachers, and students in order to raise funds for a variety of enrichment opportunities and foster a strong learning community!

Attendance:
Kelly Pfeifer (President), Omar Sowe (Vice-President), Shannon Dunn (Treasurer), Jenni Hawes (Corresponding Secretary), Ashley Tellez (Recording Secretary), Gerald Vasquez (Principal), Dr. Jaye Peterson (Principal)

Recent income:
- $8200 from PTO thrift, were expecting less
- Inno donated $500 to our PTSO as well as all middle schools in the district.
- Large $15,000 donation from former Scarlett family to set up an ongoing fund to support administrators. May set up this fund similar to the scholarship fund–a separate bank account that Principals can access without needing to go through PTSO but for which PTSO would still be signatory.

Open positions:
- Second Treasurer: Kelly and Shannon will work on hand off as Kelly steps away from treasurer position and into the President role. Sarah Anton is also still available for advice.
- Corresponding Secretary: Position is open again. Jenni feels the role is not the best fit right now and will take on Teacher Appreciation and Spirit Wear coordinator instead. Will see if Vicki who previously filled the role is interested in continuing the Corresponding secretary role.
- PTO Thrift Representative: Shannon may be interested in the role. Shannon is considering ways to promote the addition of the PTO Thrift flyer to more communication groups such as music or athletic departments for additional donations. Principal Vasquez will share the attachable flyer that can be added to emails. Reports he is still having issues with messenger and cannot add images to messenger. Shannon agrees to fill the PTO Thrift representative position. She also wants to look into getting a banner that can earn the school an additional $400 donation.
- Fundraising Chair: needed with the main objection of changing our main fundraising event/strategy. Discussion about utilizing local business students who need volunteer experience/projects.
- Staff Representation: Position is up to Principals to fill. Staff presence would be greatly welcomed and appreciated but recognize the additional burden/responsibility that it would create.

- Student Council Liaison: We already have regular attendance of Student Council representatives and Ms. Baugh at monthly PTSO meetings. Liaison could also attend Student Council meetings, but concern it could be redundant. Plan to ask our previous liaison if liaison attending Student Council meetings was beneficial by adding more information or insight vs current arrangement.

Principal Vasquez note on Fundraising: Scarlett has hosted labor intensive fundraising events in the past but since COVID, has downsized efforts. Post Covid, PTSO is usually partnering with third parties with whom we share the yield. Recommends exploring options in which PTSO eliminates need for third parties.

Next PTSO meeting: Will not meet on the second Monday of October as there is no school that day. Will plan for preceding Monday, October 6th. Principal Vasquez will announce it in the next Roadrunner message. Kelly will include the updated meeting date on PTSO weekly message which she will start soon.

Main goals for year:

1) Reimagine fundraising
2) Promote spiritwear. Jenni plans to create a google survey to obtain student feedback on spiritwear preferences and would like to start monthly pop up shops.
3) Utilize teacher grants. Have someone do a 5 minute presentation at a staff meeting to discuss/encourage use of available PTSO teacher grants. Principal Vasquez reports he can sometimes find funding outside of PTSO for teacher needs and prefers to explore those avenues before requesting PTSO funding.