



Kratzer Elementary PTO

October 27, 2025

Location: Kratzer Cafeteria (7 to 8 pm)

Meeting Minutes

Start Time: 7:03pm

End Time: 7:56pm

Attendees:

Rebecca Schlener
Amy Garger
Melissa Holstine
Emily Peterson
Aimee Hutchinson

Ashlin Stecz
Britani Boyer
Cynthia Herring
Farah Aghayera
Gina Kingston

Holly Groth
Jen DeMatteo
Shayleen Garcia
Tara Kuder

1. Welcome – Introductions
2. September Meeting Minutes approved with two corrections to attendee names
3. Treasurer Report – Review of Expenses
 - a. Checking Account and Saving Account Balance Review
 - b. Review of expenses and income from start of school
 - c. 2nd grade field trip might be over budget, future discussions will be had with board for approval.
4. Fun Run Review
 - a. Final earnings reviewed
 - i. Teachers will see some additional prizes for students next Friday.
 - ii. One student got a bigger prize- a drone! Congrats to them!
 - iii. Largest givers by class 1- Sankari; 2- Jones; and 3- Molica
 - iv. Largest givers by grade 1- K; 2- 2nd; 3- 3rd
 - v. Thanks to everyone who helped
 - b. Lessons learned/ feedback shared
 - i. Announce the times of the run earlier so parents can plan
 - ii. Kids loved it - pretzels were a hit
 - iii. 4th grade kiddos - they didn't get enough time as everyone else
 - iv. Loved the t-shirts
 - v. Audio - Speaker will be purchased for future events and other school events; sound system wasn't available
 - vi. T-shirts - we will figure out sizing earlier for ordering for sizes; allow teachers and staff to order as well (teachers/staff would have loved to match the kids; maybe upsize if its chilly
 - c. Proposals for how to use funds raised from event
 - i. New footballs and basketballs – just do item, approved
 - ii. Fix the current broken swing – just do item, approved
 - iii. Replenish the teacher supply cabinet in the office
 - iv. Increase teacher reimbursement as teachers are now responsible for a lot of the beginning of the year school supplies
 - v. Teacher amazon wish list- send items directly to the school
 1. Remind people they can use their FSA at the end of the year for some items like sanitizer, etc.

- d. Vote held to continue with the fun run for next year. Contract will be signed to hold date of 23Oct2026 (start fundraising 14Oct2026)
 - i. Approved 23Oct2025

5. The Year Ahead

- a. Bylaw Review
 - i. Last review and update occurred in 2008, due for a refresh
 - ii. Document is updated and will go to parent reviewers.
- b. Event Calendar
 - i. 31Oct – In school Halloween Parties
 - ii. 05Nov – Picture Re-take Day -VOLUNTEERS NEEDED
 - 1. Question on how kids sign up for retakes
 - iii. 06Nov – Turkey Trot
 - 1. PTO will provide water
 - 2. Kids (only grade 3-5) will run during their specials time
 - iv. 06Nov- Dine and Donate @ The West End Tap Room
 - v. 14Nov – Family Fun Night BINGO

6. PTO Volunteer Opportunities and Committees

- a. Open Chair Positions/ Help Needed
 - i. Will update the Basket Raffle, Yearbook, and 5th grade picnic chairs.

7. Communication and Outreach

- a. CAC Representative - Community Advisory Council – monthly meeting run by Parkland District
 - i. Oct 16 was about AI – use in Parkland classrooms
- b. Parkland CARES Food Pantry outreach
 - i. Food pantry serves all in Parkland; no income requirement serving the community at large
 - ii. Tack on to all family fun events – consider as a board ?
- c. Community Resource Fair March
- d. Harlem Wizards – Dec 7th district wide event

8. Teacher Moment

- a. Conference are upcoming

9. Raffle Drawing/ Open Forum

- a. Open Forum – Trunk or Treat – change time from 1-230pm; Sunday was good;
- b. Open Forum – Didn't have food or hot cocoa – should we add – some feedback and will revisit next year
- c. 2 winners of the Burts Bee gift pack and charger were selected
- d. Classroom Trophy winner was Ms. DeMatteo

Next Meeting 17-Nov-2025 7-8 pm in the Kratzer Cafeteria