

**PTO Board Meeting
July 24, 2025**

Attendees:

- Lauren
- Leslie
- Mark
- Carrie

Meeting Agenda:

- Meet the Teacher table/activities (Lauren) - Friday, Aug. 8, 2-3pm
 - Need to have a table
 - Have the QR code for joining PTO
 - Take shifts and have a “we’ll be back” sign just in case.
 - Previous year: table was “in the back,” sold previous merchandise, and had the QR code for parents to join PTO.
- Meeting requirements:
 - General meetings: 4 meetings every academic year
 - Tentative timeline:
 - September (9/18 - in person)
 - November (11/13 - virtual)
 - February (2/26 - virtual)
 - May (4/14 - in person)
 - Board meetings: monthly
 - The board will schedule follow up meetings at the end of each monthly meeting.
- Neighborhood Association Meeting: 8/4 (Monday) @ 6pm
 - Mark is attending this meeting. Lauren will try to attend.
 - Focus will be community engagement, survey what the neighborhood would like to see/offer, and request support to update the pond pump.
- Yearly schedule activities/events (Lauren)
 - [Fundraising and other events](#)
 - 1st Day of School/Teacher Breakfast?
 - Sparkle Days (Mark will “run point”)
 - School-wide fundraiser
 - CoinWars or Fill the Board: Fall Fundraiser for Classroom Mini-Grants (Leslie)
 - Book Fair eWallet Raffle ??: \$150 for student, \$50 for homeroom teacher, 11/10 to 11/14 (Leslie)
 - Spirit Nights (Leslie)
 - Grandparents Lunch
 - Fall Fest/Trunk or Treat, Friday 10/24/25

- Movie Night 11/7 or 8th
- Winter Program: Dec. 16th (PreK-2nd) Dec. 17th (3rd+)
- Hot Cocoa with Santa: Dec. 20? (Saturday) - maybe include donation gifts
- Strategic Plan Goals (Carrie): **Tabled for future meetings.** Items can be added to the template ([Outline template](#))
- Financial tools (Becky)
 - Account has been transferred to Becky's name.
 - We have federal tax exemption to use on form 990.
 - We need state tax exemption, and Becky is working on getting Ms B's signature for that.
- Reimbursement Form (Becky)
 - [Current Reimbursement Form](#) - all transactions must be recorded on this form.
 - Reimbursements are made weekly via Zelle.
 - For reimbursement, take pictures of your receipt
- Balance (Becky): \$2,059.77
 - We accept payments through Zeffy tap-to-pay and Zelle transfers.
- Recycling Initiatives (Leslie)
 - Green City Recycler Pod Location
 - Recycle Week: Nov 17-21 (Thanksgiving Lunch 11/18, Literacy Night 11/20, Book Fair 11/17-21)
 - NexTrex Recycling Challenge: Set 12-month period

Action Items:

- Ask Becky about spirit shirts
- Ask Ms. B about penny wars
- Learn more about what happens when the reimbursement form is submitted

Tabled Items:

- Strategic Plan Goals

Next Board Meeting: Thursday, Aug. 21st @ 6pm