

**PTO Executive Board Meeting
December 4, 2025**

Lantrip Elementary PTO

December 2025 Executive Meeting Minutes

Date, Time, and Location: Thursday, December 4, 2025, by Meeting called by the PTO president Lauren Zentz at 6:07 pm and virtual

Call link:

Meeting called to order by

Attendees:

- Leslie Copeland
- Lauren Zentz
- Carrie Hendrix

School admin update – No School admin present at meeting

- WF Movie/Popcorn Date?
 - Shorter movie
 - After school movie for families sponsored by admin
 - PTO will provide bagged popcorn for the students
 - Purchase movie gift cards (68 students)
 - If the admin doesn't respond with their preference PTO will go with the movie gift cards.
- Additional chocolate prizes will be sorted over the weekend and distributed Monday morning.
- Help needed for backdrops/decor for student performances (12/16 & 17 @ 1:30-2:30)?
 - **Call for volunteers!** Sandra is assisting with setting up the backdrop for the performance and needs volunteers to help with setup and breakdown.
 - 12/16 - PreK - 2nd grades
 - 12/17 - 3rd - 5th grades

School teachers update: – No teachers present at meeting

-

Previous Meeting Updates:

-

Budget Review:

- Need to get approval for teacher appreciation lunch and small gift - projected \$1500
- Fundraising: – Set up separate meeting to review fundraising events for Spring semester
- CandyGrams for Christmas: ok to start advertising? Distribute 12/18?
- Earth Day Celebration Date?: Set up recycle week with Green City Recycler and possible table opportunity for them at Earth Day

- Earth Day 2026 - Wed. April 22, 2026

Agenda Items:

- General PTO meeting Agenda - 12/11/25 @ 6pm Virtual
 - Follow up on previous projected budget, current budget, and how we would like to delegate the funds.
- Switch Valentines Dance to Valentines loteria

Tabled Items:

-

Action Items:

- Carrie - Start general meeting slides
- Carrie will reach out to Medrano to have him spread the word on encouraging teachers to use funds from PTO.
- Create a SignUp list and share for Call for volunteers to assist with student performance setup/breakdown 12/16 and 17th.

Next Board Meeting: Wed. January 14 @ 6pm

- Focus on fundraising/PTO events for the Spring semester
- Meeting link: <https://meet.google.com/uqp-xvzf-zjy>

Next General Meeting: Virtual Thursday 12/11/25 @ 6pm