Givens PTO 2025-2026
Monday, September 8, 2025
6:00 pm / Givens Library

1. Presidents (Betsy/Hannah)
    a. Bylaws Update
        i. Nothing to do at this point. Updating equity portion, titles, explicitly spell out what jobs do. Maybe next month we can nail down/finalize.
    b. Staff Outreach
        i. Survey
            1. 2 staff members filled this out at start of year; we'll revisit & maybe sent it out again.
        ii. Funds Request (Natasha: We have $2k pre-approved for this; run by Mr. Kirksey; if he OK's, we (PTO) buy the goods and they stay with the school)
            1. Ms. Heilman ($116.50) for math manipulatives (not provided by curriculum)
            2. Ms. Johnson ($129.98) for rolling white board
            3. Ms. Etzel ($255.54) for carpet
            4. Ms. Go ($128) for bars of soap
            5. Ms. Pierce ($520) for classroom supplies for PBL opportunities (glue, craft sticks, toy organizer, etc.)
    c. Givens PR
        i. Teacher Spotlight (Betsy to ask Mr. Kirksey; could district take this on? Show us love?
        ii. Instagram page – linked to Givens Facebook page; don't know who manages this, though.
        iii. Event press releases (for Web-Kirkwood Times) – keep this in mind
2. VP Administration (Madeline)
    a. Staff meals
        i. November conferences are the next meal
            1. Madeline to email Mr. Kirksey a week or so before that meals will be coming around 3pm. So nobody is surprised.
    b. Staff birthdays
        i. Can we combine staff lounge stocking with birthdays?
    c. Staff lounge – Madeline stocked it up at start of year.
3. VP Community (Erin)
    a. Back to School Bash
        i. Recap - 399 attendees signed in, 221 of which were kids

ii. Bounce House – this didn't work out bc too many fees at the end (inspection fee bc it was outside, we weren't using a generator so it was a bad spot; just too complicated and expensive)
iii. Ice Cream Truck – fire this company; they were slow, they allowed upsells
iv. Event Safety – possibly have RHPD on hand (fake gun scenario) for large community events
v. Games – end these 15 minutes before event ends so kids can get prizes

b. Room Parents
i. Need volunteers – Erin to follow-up with classrooms (teachers) where there are holes. Teachers can send a message to parents.
ii. New Room Parent orientation – before PTO meeting in October (first trimester parties are near end of Oct.)
iii. Communicating with Families

4. VP Fundraising (Audrey)
a. Dine Outs
i. Sylvie Dee's September 18th ALL DAY
1. Can someone make a Canva flyer? Alex can make it.
2. Alex/Nicole will print and put in backpacks on Sept 15th;
ii. Parkmoor October
iii. Chipotle Nov 5th 5-9pm
1. We get 25% as long as we get $100 worth of sales

b. Fall Fundraiser
i. Do we combine Trunk or Treat, BINGO and fall fundraiser into one thing? SEE ATTACHED ideas

c. Progressive Dinner initial meeting Sept 29 at 7pm
d. Wine Night
i. @Grapevine February 12 6PM-8PM
ii. Tickets will be $35 each; 50 tickets.
iii. Need a photographer to donate a session so we can raffle.

5. Treasurers (Mitch/Natasha)
a. 2025-26 budget
i. Current balance is $5130 ($8k going to cardinals shortly); annual discretional for library has been provided. Pizzas paid for.
ii. We're wildly underbudget for B2SB.
iii. 109 pizzas sold
iv. What would be helpful each month? Summary of what's in spreadsheet. 4 things: Beginning/ending balance, expenses, income.

b. 501(c)(3)

i. Working with Jacob Myer. We have a name from an initial letter and are trying to track down.

c. Notes from District Meeting
    i. If PTO is going to purchase anything for the school over $5,000 in value, it must have WG School Board approval.
    ii. Large projects must go through the district purchasing procedures
    iii. For teacher grants and gift cards, it's better that PTO buys the GC/school supply and gives it to the teacher (then it's the property of Givens vs. the property of the teacher). For supplies, we can give the money to Givens and have Givens purchase. What WGSD doesn't want us to do is reimburse teachers who have already paid (because then it's the teacher's property).

6. Secretary (Alex/Nicole)
    a. Website Updates
        i. Nicole to update events page
    b. Social
7. Equity (Brooke/Cloris)
    a. Quarterly meetings?
        i. Cloris hasn't been to the meetings but plans to go; Cloris to communicate calendar to Betsy so we can get them on our calendar.
8. Upcoming Dates & To Dos
    a. 9/21: Cardinals Game – almost 350 tickets sold; Amy has tickets and will distribute to those who haven't picked up.
    b. 10/6: PTO Meeting
    c. w/o 10/6: Fall Fundraiser
        i. Early November (week of 3rd)
        ii. Grade-level donations; send pics (asking for pledges or just asking for donations)? Slideshow and list of recommendations (books read); 2 weeks later we publicize money raised and Givens book list.
    d. 10/10: BINGO Night
        i. Cloris and Madeline offer to help.
        ii. Will be in Jan/Feb
    e. 10/24: Trimester Parties
    f. 11/3: PTO meeting
    g. 11/18: Teacher Conference Meal @ 3pm
    h. 12/1: PTO Meeting
9. Committees
    a. Welcome Committee
        i. Recap
    b. Book Fair

i. Will be held the week of conferences: w/o 11/17
ii. Potentially plan for this to transition to PTO in 2026-2027 school year

c. Trunk or Treat
i. Initial planning meeting Sept 15 @ 6:30p

d. Large Initiatives
i. Update on $38k from Prop S (accessibility) – has to be used by summer 2027; new principal will make the call on how to use this.
ii. Thoughts on how to move forward
iii. Betsy: will meet on this in late October.

10. Opens
a. Buzz Book
i. Not allowed to publish which class children are in. This is a violation of both FERPA and Board policy.

b. Maker's Market
i. Maria really wants to do a craft fair (local vendors)
ii. Someone has to be here