



Wheatland Elementary Parent Teacher Organization, Inc. PTO General Meeting Minutes March 31, 2026

Allison Roth, PTO President, called the meeting to order at 7:00 pm. at the Wheatland Elementary School library. Present were Elton Armbrister, Julie Archer, Samantha Jacob, Kaley Herman, Kelli Emrick, Erin Hughes, Michelle Dixon, Melina Fulks, Megan Pierpoint, Marynell Popst, Marianne Schmidt, Ashley Hieber, Erin Kice, and Angie Muether.

Welcome: Allison Roth

Allison Roth welcomed the group and introductions were made. Samantha Jacobs asked for a motion to approve minutes from the January 13, 2026 meeting. Motion was made and seconded. The motion was approved without objection. Allison stated at the next PTO meeting on April 21st, PTO elections will be held.

Treasurer's Report: Kaley Herman

- Kaley reviewed PTO's income from various sources from January 2026 to March 2026 (Scrip Gift Cards, Social Event Nights, Restaurant Event Nights, Spirit Wear, Dillons, and Box Tops).
- Kaley also noted the PTO's expenses since the last meeting.
- Kaley discussed fulfilling the rest of the allocations for the school year.
- There was discussion regarding cancelling the Sign Up membership for next year, and it was decided to cancel the Sign Up membership for next year.

Principal's Report: Elton Armbrister

- Mr. Armbrister noted that if anyone is interested in the PTO President or Vice President positions for next school year, please let Allison Roth know.
- Kindergarten Preview Night was successful.
- There are no anticipated teacher changes for next school year.
- Mr. Armbrister stated that Mrs. Dugger had applied for a Foundation for Andover Schools Grant, and had received it. With the grant money stencils and paint for the asphalt on the playground was purchased. An interactive playground was painted on the asphalt for the students.

Coordinator Reports:

- **Teacher Meals and Room Parents**
 - Teacher meals are finished for the school year.
 - Teacher meals will merge with staff celebrations next school year.

- **Staff Celebrations**
 - No new updates.

- **Spirit Wear**
 - 22 shirts were sold at Kindergarten Preview Night.

- **Restaurant Nights**
 - Samantha Hall will be the new person in charge of this next year.

- **Social Nights**
 - The last social night (All Star Sports) made \$150

- **Weekly Warrior**
 - To be added to email list ptoweeklywarrior@gmail.com
 - Emailed Wednesday mornings.
 - If you want something included in the Weekly Warrior email it to ptoweeklywarrior@gmail.com before 5pm the Monday before.
 - If anyone is interested in volunteering to be in charge of Weekly Warrior next year, please let Jordan Boone know.

- **Holiday Hugs**
 - No new updates.

- **Student Directory**
 - Ashley Hieber will be the new person in charge of this next school year.

- **RaiseRight Gift Cards (Scrip)**

- No new updates.

- **Box Tops/Dillions Dollars**
 - Tyler Hieber will be the new person in charge of this next school year.

End of Year Updates:

- **Door Decorating**
 - After some discussion, it was decided that room parents will not be decorating classroom doors next school year. This position on the PTO will be eliminated.

- **Family Fun Night**
 - FFN will be held on April 10th from 6:00 pm to 8:00 pm.
 - Chick-fil-A orders are now closed.
 - Andy's custard will be sold.
 - Please volunteer to help. The volunteer signup link was included in the Weekly Warrior.
 - We need some more prizes for FFN and a signup was sent out.

- **FFN Baskets**
 - The FFN baskets are completed.

- **Yearbook Editor and Yearbook Orders**
 - The Yearbook is finally complete. Thank you to everyone who sent in pictures.
 - There was a Yearbook club for 5th graders this year, and they helped create some of the yearbook pages.

- **Staff Appreciation Week**
 - Staff Appreciation Week has been planned. It is a 90's theme and a sign up will be sent out in the near future for donations.

Reminders:

- Sam's Club Membership- Get card from Allison before shopping
- PTO Event Instructions for Coordinators
 - **PTO Facebook Group**- Please create an event in our PTO Facebook group at least one week before the event (you can do them all now if you would like!). Make several posts to increase engagement in the days leading up to the event.
 - **Weekly Warrior Email**- Please e-mail Jordan at ptoweeklywarrior@gmail.com the information you would like her to include no later than Monday night so that I can approve the proof on Tuesday before it goes out each Wednesday.
 - **School Website/Calendar**- email Claire pruettc@usd385.org and Mr. Armbrister armbrise@usd385.org with date/time and all other pertinent information
 - **Peachjar Digital Flyers/Wheatland Facebook Page**- these must be APPROVED by sending an email to Claire and Mr. Armbrister well in advance with the following information:
 - The flyer (PDF is best) which includes the name and contact information for the coordinator in charge of the event
 - Dates you want the flyer to go out
 - Any information you feel is important to add to a Facebook post
 - There is a little bit of lag with Peachjar flyers since they have to be uploaded by the district office so please do not wait until the last minute to utilize this method of communication.
 - **Paper Flyers**- email Claire and Mr. Armbrister for approval and printing at least ONE WEEK IN ADVANCE. Please include:
 - The flyer (PDF is best) which includes the name and contact information for the coordinator in charge of the event
 - Dates you want the flyer to go out
- **Tax Exempt Forms and Reimbursement Forms**
 - Please take some with you to have on hand.

There being no further business, Erin Kice called for a motion to end the meeting, a motion was made and seconded. The motion was approved without objection.

Allison Roth adjourned the meeting at 8:00 p.m.

Respectfully Submitted,

/s *Julie Archer*

Julie Archer, Secretary