



Wheatland Elementary Parent Teacher Organization, Inc. PTO General Meeting Minutes April 21, 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, Marianne Schmidt, Ashley Hieber, Erin Kice, Aimee Couillard, Stephanie Gimple, Laura Roddy, Umme Salma, Jordan Boone, and Jamie Binns.

Welcome: Allison Roth

Allison Roth welcomed the group and introductions were made. Samantha Jacobs asked for a motion to approve minutes from the March 31, 2026 meeting. Motion was made and seconded. The motion was approved without objection.

Treasurer's Report: Kaley Herman

- Kaley reviewed PTO's income from Family Fun Night. Family Fun Night made \$38,008 and after deducting the expenses for the event, PTO netted \$6,500.
- Kaley also noted the PTO's expenses since the last meeting.
- Kaley discussed fulfilling the rest of the allocations for the school year. Motion was made and seconded to fulfilling additional allocations up to \$1,400.

Principal's Report: Elton Armbrister

- Mr. Armbrister extended a thank you to the PTO board for their service this school year.
- Mr. Armbrister congratulated Allison Roth on being a Helping Hand Award recipient.
- Mr. Armbrister extended a thank you to the Family Fun Night committee for putting on a fun and successful event.
- There is also an aide opening at Wheatland Elementary in the Warrior Workshop/Reading Lab. Please spread the word.

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**
 - There will be one more Staff Celebration this school year.

- **Spirit Wear**
 - Spirit Wear sales increased this school year.

- **Restaurant Nights**
 - There are two more restaurant nights coming up in May. The first one is May 4th at Panda Express. The second one will be at HTeaO, and the date has not been decided yet.

- **Social Nights**
 - There will be 5 social nights next school year.
 - Two of the social nights will be at Carousel and they will be held on Friday nights next school year- (October 9th and February 5th).

- **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.

- **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:

- **Family Fun Night**
 - FFN went well.
 - There was an issue with not all of the student volunteers showing up.
 - There were some prizes left over, and these will be used next school year.

- **Yearbook Editor and Yearbook Orders**
 - One box of yearbooks has arrived.
 - Yearbooks will be distributed the last week of school.

- **Staff Appreciation Week**
 - Planning has been going well.
 - Flyers will be sent home with students.
 - We need more volunteers to donate money and/or items.

- **Internal Audit**
 - Reece Popst will be doing the internal audit next school year.

- **2026-2027 PTO Board Elections (tentative ballot)**
 - President- Laura Roddy
 - Vice President- Erin Kice
 - Treasurer- Kaley Herman
 - Secretary- Julie Archer
 - The tentative ballot was nominated by the PTO Board.
 - There was a motion to approve slate as written. Motion was seconded.
 - The PTO voted and all positions were elected.

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