Meeting Name: Lawrence Elementary PTO Meeting

Date: Wednesday October, 14 2026

Location: Lawrence Library

Lawrence PTO Meeting Minutes

Attended	Name	Role
X	Becca Casperson	PTO President
	Dan Nenni	Executive Vice President
X	Suzanne Cook	Secretary
X	Nyssa Hoch	Treasurer
X	Rosemary Barajas	Vice President of Events
X	Amanda Mattos / Rebecca Shelton	Vice President of Fundraising
X	Ashlie Andrew	Vice President of Hospitality

Topic	Discussion	Action/Follow-up/ Responsibility
Welcome/ Call to Order/ Roll Call/ Approval of Minutes		
Call to Order:	• Call to Order at 6:36pm • Attendance o In Person attendance: o Online attendance: Jordan Thurston, Stephanie Roberts, Samantha Wiedemann, Zack Wiedemann, Holly Hildalgo, Pallavi Goyal, Karly Murray, Tracy Racanelli, Elizabeth Parrott	
Meeting Minutes Approval:	• September 2, 20226 Meeting Minutes	1st: Nyssa 2nd: Rosemary Board: APPROVED

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Executive Board and Committee Coordinator Reports	
President Update **(Becca Casperson)**	● Prize Box Fulfillment : Older Students aren't incentivized by the rewards in the box. o Considering 2 boxes for various grade levels o East Ave just asked for donations for stuff like that - but they usually get bigger items. o Grades 3/4/5 kid friendly w. parameters - to see what they would like in their Paw Award boxes o Consider reaching out to stores for donations for non profit o Is there anything we DON'T want in the prize boxes (no food) o Possibly an Amazon Wish List FOR the office/prize box. o Get a committee together to discuss this ●
Executive Vice President Update **(Dan Nenni)**	● None
Vice President Fundraising Update: **(Rebecca Shelton/Amanda Mattos)**	● Wine Country Nights - Dinner: Chicken or Steak w/ garden salad, beans, potato salad, dinner rolls,dessert. Eggplant for vegan/vegetarians. Allergies - contact Rebecca to see if we can accommodate. ○ Warm colors/ Fall Festive Fun theme (sweaters,etc) ○ 16K of Donations on hand! ○ DJ for event (free) ○ Teacher/Admin ticket donation option on CheddarUp link ○ LiveAuction being worked on (raise the paddle/ only in person) ○ 10/28 deadline for raffle baskets ○ Code Ninja offering "date night" babysitting - up to 22 kids at Code Ninjas - Unconfirmed - Drop off 530 pickup 1030 / unk pricepoint. Message Ms Plattner if interested ● Fun-Run recap: Raised nearly $72,000 - all individual prizes went out. everyone qualified for pizza party and cookie parties. TK holding pizza party after conferences. Still need to schedule spirit day. Wildlife assembly will take place next Monday which will also give teachers a prep-period ○ Boa, Skunk and 3 other animals. Haven't had them for 3 years. ○ Will try to bring laser assembly in the spring if we make read-a-thon goals.
Treasurer Update: **(Nyssa Hoch)**	● Treasurer reports being posted on our website - can ask any questions if interested. ● If you get a check from PTO - please cash them ASAP ● Use spirit wear GC within this fiscal year ● PTO has funded all grade level accounts $5 per child - it is intended to offset costs parents would otherwise have to pay ie: field trips, etc. (not intended for supply purchases)

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Vice President Hospitality Update: **(Ashlie Andrew)**	● Spoil teachers and staff - the main goal of our team! We usually try to do something monthly - in September we did National Coffee Day w/ an iced-coffee bar (2 days) ● October treat - Monday 10/26 - Treat yourself "Goody Bags" - not food related this time. Anyone who would like to join the committee (esp ppl w/ connections, small businesses, etc)
Vice President Events Update: **(Rosemary Barajas)**	● Trunk or Treat coming up - still need more trunks. ○ need generators, camp lights, volunteer opportunities * Snow Day - 5 weeks after trunk or treat on 12/05 * Need Volunteers
Secretary Update: **(Suzanne Cook)**	● None
Afterschool Enrichment Coordinator **(Vrushali Soparkar)**	● Fall Classes are in session - One was cancelled due to low enrollment ○ Chess and Science are going. Sport was cancelled.
Garden Team Coordinator **(Olivia Angus)**	● Every class has been to the garden / half the school has gone twice. On Fridays - we do a tasting. Last month was tomatoes. This month is Pomegranates. ○ We cover school rules. We discuss things about the garden. We do a circle time/song. Concepts ie: creepy crawlers w/in the garden for Halloween. Usually 4-5 activities : watering, coloring, raking, digging, sweeping. ● Garden Club = Every Wednesday during lunch. More relaxed/hang out garden work: Averaging 120 kids every Wednesday! ● If anyone is free on Wednesday during lunch - could use help! (12pm-1pm)
Running Club Coordinator **(Zachary Wiedemann)**	● Going for 3 weeks now - great attendance! More ppl signed within the first week this year than over the course of the entire year last year! ○ Having some issues w/ EZ Scan and ipads. Have been working on a fix. Starting the sessions scanning w/ no problems - but when we go to sync it doesn't sync. Some ipads have seen better days ○ Not ideal to have parents to scan from phones - if it has syncing issues we can't track them down. ○ Poss borrow Weist, Persson and Silveira ○ See if community will donate old iphones to use for scanning purposes ○ Possibly purchase using PTO phones- ChromeBooks which could be used for more opportunities outside of just Running Club

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	• No School 10/23 - so no running club, the following friday 10/30 Principal Vilkins would like to cancel running club due to Halloween Costumes or having kids bring their costumes in the backpacks and not “run” in their costume
Spirit Wear Coordinator **(Lisa Kinser)**	• We DID it - Spirit Wear can be purchased at a NO shipping cost to have it delivered directly to the school- just expect delayed shipping (every 3 weeks) • Use Spirit Wear GC this school year
LEAP Coordinator **(Stacey Brown)**	• Maker’s Space is held here - but due to Ms Carroll needing the space - everything is going on a cart, gets rolled to the classroom and is being done in the classrooms. This is going like this for all of October until we know how long Ms Carroll will be using the space. • Art for October: Older grades: Painting Younger Grades: Oil Pastels • Date for Family Clay Night : Thur 03/25- Painting but with Clay

Yearbook Committee Coordinators **(Alex Teixeira, Cindy Wong)**	• 10% discount til the end of the month (10/31)
	• 107 yearbooks have been sold so far
	• Yearbook sales are a fundraiser - last year we got $1 per book sold.
	• Theme has been voted for by the kids
	• Yearbooks have free-shipping to the school
	  ○ Class Coordinators have yearbook photos and drives for easy upload
	  ○

Welcome **(Amanda Mattos)**	• **See Previous Update re: Fun-Run**
Lead Classroom Coordinator **(Stephanie Roberts)**	• Class coordinators have been working on trunks for Trunk or Treat ○ Lots of positive feedback about 1 trunk per grade level • Links for Wine Country Nights should have gone out this week to all classrooms
Missoula Coordinator **(Sarah Alessi)**	• Secured the date & reserved the highschool, Ready to do the “Frog Prince”

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Dine Out Committee Coordinator Update: **(Becca Casperson/Kristina Plattner)**	• Food will be sold at Haunted House as a fundraiser - Ramen or Pizza (pre-order: link will be going out soon // probably wed before / we can't accept cash) Food will only be served from 6-7pm • Candy Apple Grams will also be a fundraiser • Sees Candy will be 4/5th joint fundraiser - week before - to - week after Thanksgiving • Chick Fil A was yesterday - totals are in yet. • MooYah will be another dine-out • Melo's Dine-out : Wed 11/18 –we are their #1 fundraiser! ○ Wednesdays is half-price wine day at Melos - wine doesnt count but you can get it for half price while you support the school	

PCIC Update **(Becca Casperson)**	• Furniture Procurement - there is a whole procedure we must go through the district. Lawrence has done a good job of following the procedure!
	  o If you need furniture - see your Principal
	• Granada Bingo - They do Pay-Out MONTHLY. Great Opportunity to earn $$
	  o Every Saturday $24 an hour	

Principal's Update: (**Mr Vilkins**)	• Great Fun Run - Loved the shirts. • Loves seeing all the signs, the Trunk or Treat, Wine Country - Thank you for all the hard work. • Future appearance - Will put in Lab Report (will send video for approval to share) • Will ask maintenance to send locksmith to fix door-lock matters • School district / student services considering supplies for lock down drills i.e: portable toilet (bucket w/ lid)	
Teacher Coordinator (Alison Pschier)	• Thank you for the coffee bar - appreciated. • Door stoppers for inside pod during lock-down drill (don't lock from outside)	
Transportation Valeria		
Grant Requests		
	• Requested by: Alex Cavalris • Item requested: PAINT • $ amount: $200 • Purpose: Repaint TK yard - willing to do the work for free, just need paint ○ MOTION to approve, pending District Approvals	1st: Rosemary 2nd:Nyssa Board: PASSED

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	• Requested by: 5th Grade Fundraising Team • Item requested: Damaged Decor • $ amount: $2,000 • Purpose: Replaced what was damaged in storage by rodents/infestation. Haunted House. Will be stored w/ other PTO decor and could be used for future opportunities. Equipment to be used for other events outside of Halloween as well.	1st: Rosemary 2nd: Suzanne Board: PASSED
	• Requested by: • Item requested: • $ amount: • Purpose:	1st: 2nd: Board: Approved
Unfinished Business		
	•	
New Business		
	•	
Upcoming Events		
Upcoming Events	• Always check the Lawrence PTO Calendar – it is updated regularly. • Our Lawrence PTO website is also updated regularly, please visit LawrencePTO.com	

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Questions & Comments		

	• 5th grade Haunted House - we will have 2 different options. You will need to purchase separate tickets for both sides. One theme: Midnight Midway Circus, Other: Chamber of Nightmares - traditional w/ witches, mad science, dungeons and zombies. Price will be $5 and $15
	  ○ 6pm-6:30 will be the " less spooky" side.
	  ○ Accepting older (6th grade) volunteers
	  ○ Traditional side will be LESS spooky than the circus side - but will be a little spookier after 6:30pm
	  ○ There will be adult supervision inside and out during the entire event
	• generally makes $2500-3,000	

Adjournment		
Meeting adjourned: 8:17pm		

Next PTO Meeting: 11/04/2026 in the LES Library and on Zoom