



**Parent-Teacher Organization  
Meeting Notes**

May 9, 2022

In Person in Staff Lounge

**1. Welcome & Roll Call**

- a. President – Laura Jester
- b. Vice President – Heather Farley
- c. Treasurer – Brenda Wood
- d. Senior Party Treasurer – Stephanie Heiberg
- e. Secretary - Nicole Trebil
- f. Calendar - Brenda Wood
- g. Communications - OPEN
- h. Event Coordinator – Kelly Robert
- i. Staff Appreciation – Sarah Fahning
- j. Student Directory -Jill Szczepaniak
- k. Social Media - Andrea Miller
- l. Volunteer Coordinator – OPEN
- m. Website – Tracy Bredehoft / Julie Peyer

**2. Approval of Appointing Website Coordinator**

- a. Julie Peyer

MOTION to approve Website Coordinator/ Social Media by Brenda Wood, second by Andrea Miller. Motion passes unanimously.

**3. Approval of Minutes – ACTION ITEM**

April 4, 2022 (attached) MOTION to approve minutes by Heather Farley, second by Brenda Wood. Motion passes unanimously.

**4. Review Financial Reports – ACTION ITEM - Brenda and Stephanie**

- a. May 2022 PTO Budget Report (attached) Move Principal discretion funds if needed
  - i. Ahead on mini grants by approximately \$2,000
  - ii. Move principal discretion funds if needed
- b. May Senior Party Budget Report (attached)

MOTION to approve budget by Nicole Trebil, second by Heather Farley. Motion passes unanimously.

**5. Staff Appreciation – Sarah**

- a. June 9<sup>th</sup> Food Truck
  - i. Budget is available for the cost
  - ii. Timing – 11:30 – 1pm
  - iii. Heather Farley and Brenda Wood can help set up
  - iv. Sarah to bring cookies, tablecloths, napkins
- b. Plans for next year
  - i. Try to acknowledge different groups

- ii. Jeanie Welter may help Sarah next year

## 6. Events – Kelly

- a. Report on Incoming Family Tour Night – May 10<sup>th</sup>
  - i. 71 already signed up and Connect 9 leaders all set
  - ii. Coming in through the activities center
  - iii. Heather and Jill to meet at 6:30 to set up, etc
  - iv. Brenda Wood will prepare flyer
- b. Events for Next Year
  - i. Kelly willing to meet with new principal and pass off duties

## 7. Principal's Update – Robb

- a. Transition to new principal ☺
- b. Graduation can't be at Mariucci next year because there will be construction
- c. Trying to come up with a constant event space for prom going forward
- d. On track for graduation this year
- e. Prom was great this year and kids were very well behaved
- f. Try to encourage more senior party sign ups
  - i. Andrea to send connection video in email

## 8. 2022/2023 PTO Members Needed – All

- a. Secretary
- b. Event Planner
- c. Directory Coordinator
- d. Communications + Social Media
- e. Volunteer Coordinator

## 9. Senior Party – Andrea

- a. Updates on registration, volunteer needs, other items
- b. Trying to get to 500 registrants, at 300 right now
- c. Short volunteers for first shift - pushing social media requests
- d. Fundraising for 2023
  - i. Selling Senior Shirts
    - 1. Robb approved idea and email will go out for purchase in June
    - 2. Goal – 300 shirts \$5,000 profit

## 10. Communication – Laura and Andrea

- a. Weekly Newsletter
- b. Social Media

## 11. Website – Tracy and Julie

## 12. Summer Events

- a. Ramp-up days August 25 (12:30 – 5:00 pm) and August 29 (3:00 – 7:00 pm)

## 13. 2022/2023 PTO Meeting Schedule – 9:00 a.m., in person or virtual?

- a. September 12, 2022
- b. October 10, 2022
- c. November 14, 2022

- d. January 9, 2023
- e. February 6, 2023
- f. March 6, 2023
- g. April 3, 2023
- h. May 8, 2023

**14. Other Business**

- a. President's Council – Heather
- b. Planters – Sarah
  - i. Sarah to plant this week 5/9/22

**15. Adjourn 10:25**