



PTO BOARD MEETING AGENDA

Friday, January 9th at noon | Bush Elementary School

“Time allotments are guidelines and may adjust as needed.”

Call to Order (2 min)

1. Welcome
2. Approval of Board Meeting Minutes for December 15, 2025

I. President's Update (5 min)

- Did You know?
- VP Highlight
- Processes and Procedures

II. Treasurer – Ji (7 min)

- Budget Update

III. Programs – Samantha Hoppe (7 min)

- Event Programs & Content
 - Promotional Video
 - Trivia & Program Requests
 - Event Signage
- Volunteer Coordination & Outreach
 - Staffing Requirements
 - Specialty Committee
 - Communications
- Operations & Technology
 - Payment Processing
 - Equipment Needs
- Leadership Transition - Key Date & Farewell

IV. Fundraising – Molly (5 min)

- Silent Auction
- Bonanza
- Upcoming Spirit Wear Store hosted through NHA

V. Communications – Sarah (5 min)

- February Newsletter - Focus on PTO Board/Committee Recruitment
- Parent Mixer
- Reminders
 - Bush Banner requests are due early in the week to streamline the approval process.
 - Newsletter requests are due by the end of the month.
- Sarah will be out 1/16-1/19 - Please send Communications requests by 1/14

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VI. Services – Lynsey (5 min)

- Yearbooks - Marketing/Sales
- Academic Outreach - Upcoming Crocodile encounter

3. Principal's Update (5 min)
4. Guest Speakers: Courtney Rogers: Coordinator of Finance & Special Projects,
Planning and Construction and Betsy Vernier: VP of Sales, McKenna Contracting
Topic: Playground replacement planning and timeline (15 min)
5. Public Comments (5 min)

