

PTO October 2025 Meeting Minutes

Friday, October 17, 2025

Called to order at 12:06 pm

I. President's Update - Taylor Parmigiano

- a) All communication/school administration requests are now to go through the communications log set up by Sarah Dague
- b) The Executive Board Tracker spreadsheet has been set up by Danielle Dobecka and is now available on the g drive
- c) The PTO agenda and past minutes for approval will be sent out to the executive board by the secretary the Wednesday prior to the meeting. Agenda action items need to be submitted to the secretary and president by the end of day the Tuesday before the meeting.
- d) The PTO directory is now live as of this morning, 10/17. It will allow parents and guardians who have paid their PTO dues to see the entire school roster.
- e) PTO Bylaw Review Committee
 - i. Out PTO bylaw have not been reviewed since 2020
 - ii. Special bylaw receive committee was proposed by Taylor Parmigiano
 - 1. The Committee is to be led by our Parliamentarian, Tiffany Bolton, and will be filled with non-executive board members in order to give the bylaws a fresh unbiased review.
 - 2. This committee would be responsible for reviewing our current bylaws and proposing corrections and additions to be voted on by the executive board.
 - 3. Motion was made by Taylor Parmigiano; Second by Breanne Jovanovic

II. Treasurer Update - Given by Danielle Dobecka in the absence of our Treasurer, Ji Terracina

- a) Federal taxes have been filed and accepted with the IRS on 10/8/2025
- b) Budget Update
 - i. Total Revenue \$53,056.25
 - ii. Total Expenses \$14,430.67
 - iii. NOR: \$38,625.58
 - iv. COH \$112,248.45
 - v. Please make note the following budget items:
 - 1. School Supplies (Services) was over budget by \$528
 - 2. Beautify Bush (Services) has a remaining budget of \$241. No reimbursements have been received for indoor seasonal decor yet.
 - 3. Family Engagement (Communications) remaining budget is \$265 for the remainder of the year.
- c) We received a request from Mrs. Howard for 9 bike racks. This is an unbudgeted item that could be funded after meeting our Bucks for Bush stretch goal of \$55k. Total estimate to the PTO would be \$4,950 from ULINE. Unbudgeted items are required to go through a voting process for approval.
- d) Playground Funds
 - i. CD1 Matures 11/16; CD2 Matures 12/11



1. The recommendation for CD1 to continue earning interest via a new 6-month CD at 2.5% APY plus the additional amount of \$40k from checking.
 2. The recommendation for CD2 is to continue earning interest via a new 6-month CD at 2.5% APY upon maturity.
 3. Mrs. Howard was able to confirm that all playground equipment purchased by the PTO will be maintained by the district at no cost to the PTO. Mrs. Howard said she would follow up with CISD to have this commitment in writing.
 4. Mrs. Howard would like to see the playground update completed in the next 6-12 months. She has also contacted Mr. Easy Foster about our broken playground equipment for repairs.
- ii. Ins & Outs during October/November
1. All requests for checks and reimbursements should follow our money handling procedures. Original receipts must always be submitted. Those may be left in the Treasurer's mailbox at school. Requests should be approved by the VP before submission to the Treasurer.
 2. While our Treasurer is out on Maternity leave, VPs will need to be available to pick up and sign checks at the Treasurer's residence for approximately the next 6 weeks.

III. Programs Update - Samantha Hoppe

- a) Monster Mash
- i. We are currently in full swing with our event just around the corner. We have had very low parent and PTO volunteer participation for the event sign ups. We currently only have four parent volunteers with the remaining volunteers being our sponsors. We are in critical need of two adult volunteers to work the exit doors.
 - ii. We are so grateful for our very talented parents who have really stepped up and helped with the decorations.
 - iii. The VP of Programs, Samantha Hoppe, will sign off on the student volunteer hours upon checkout at the end of their shifts.
 - iv. We are currently at 20,000 pieces of candy. Starting an early candy donation drive has truly paid off.
- b) Movie Night
- i. We welcomed new co-leads Brittany Morrison and Kristin Walker
 - ii. This year's event concept is an Outdoor Drive-in-Movie Experience. The committee will have its first planning meeting in November

IV. Fundraising Update - Molly Durel

- a) Bucks for Bush
- i. The committee had their first meeting with the teachers to get their input on the proposed incentives; We continue to move away from individual physical rewards and move in the direction of experience type incentives.
 1. The top student in each grade will be crowned as "Bobcat Royalty!"
 2. The Student who has the most donations in the entire school will win a VIP Family Prize package for this year's Bobcat Bonanza.



3. There will be both school and classroom incentives to reach our fundraising goals
4. If goals are met and we have a mascot race, there will be two races this year. One race will be pre-k, kindergarten and first grade; The second race will be second grade, third grade, and fourth grade.
5. The Jingle Bell Run will take place if the fundraising goal of \$42k is met. The Executive board agreed on the shirt design.

V. Communications Update - Sarah Dague

- a) PTO Newsletter will continue to be released. It was asked that we continue to have a section of the newsletter to highlight our volunteers for their extraordinary work. Samantha Hoppe would also like to highlight the Monster Mash in the next newsletter. All newsletter requests should be sent to Sarah Dague and copy Taylor Parmigiano.
- b) A date change is needed for the Spring Event. Mrs. Howard will meet with the committee to finalize a date and approve the calendar at our next meeting.

VI. Services Update - Lynsey Irvine

- a) The staff appreciation's budget is very tight due to rising food costs and 80 teachers. We will be utilizing our parents through signup geniuses.
- b) Beautify Bush is currently testing out a hose cart in the front of the school as water remains an issue. We will not be touching the back of the school due to construction. With construction underway, the spring event is going to be a trash pickup.
- c) We need to continue to encourage yearbook orders. We would like to have a parent corner placed in our front lobby. A sandwich board that could serve as a central hub for people in the front lobby to access information.

Meeting adjourned at 1:20pm; Motion by Danielle Dobecka, Second by Lynsey Irvine

Attendees: Taylor Parmigiano, Danielle Dobecka, Martha Ceron, Sarah Howard, Samantha Hoppe, Sarah Dague, Tiffany Bolton, Breanne Jovanovic, Molly Durel, Brittany Althouse, Lynsey Irvine, Carrie McGhee

