



Douglas Elementary PTO Meeting Minutes
Thursday, November 13, 2025 DES Media Center

Raechel Hardin, President—Becky Starring, Vice President—Renee Russell, Treasurer—
Alison Mixan, Secretary—Deb Wall, Member-at-Large—Michaelle Gust, Principal

Meeting called to order by Raechel Hardin at 3:28pm
All members were present; 2 guests in attendance

I. President Update (Raechel Hardin)

- A. Raechel proposed putting up Christmas lights/decorations to make the school look more festive in the morning. Becky suggested getting high school art students to paint the windows. A lead would be needed for this.
- B. Committees
 - 1. Raechel will serve as lead for Teacher Appreciation Week this year and is seeking a co-lead and extra volunteers.
 - 2. We need committee leads for next year including Christmas lights, walk-a-thon evening event, and book fair. Michaelle suggested meeting face-to-face with parents at events such as back-to-school night/conferences to recruit leads/volunteers.
- C. We still have an at-large board position to fill.

II. Treasurer Update (Renee Russell)

- A. Renee presented the treasurer's report for the month of October. One area of concern is the snack closet as funds are being depleted, and money will run out by February at this rate. Michaelle and the office have brainstormed how to move forward with snacks; one idea is to have the resource room get snacks from a different place. Raechel suggested implementing a monthly cutoff and finding more budget-friendly snacks (e.g. pretzels). Wipes and cleaning supplies are part of the snack expenses, so we may need to track this.
- B. The audit done by Heidi Hunt has been completed. Heidi pointed out good increases in transparency and reporting. One recommendation to keep in mind is her suggestion to have an executive meeting in June since that's the end of our fiscal year. The audit will be posted on the PTO website.

III. Principal Update (Michaelle Gust)

- A. November Update
 - 1. Fourth and fifth grade game week was during the week of November 17th.
 - 2. Popcorn Friday is on November 21st.
 - 3. No school on November 26th
- B. December Update
 - 1. Winter concert for grades 3-5 is on December 4th at 6pm (Saugatuck High School).



2. Kindergartners will visit St. Peter's on December 18th for senior visit/luncheon.
 3. School movie day at the South Haven theater for upper grades will be on December 18th, and the lower grades will be attending on December 19th. Michaelle will touch base with PTO regarding payment.
 4. There will be a holiday spirit week leading up to the holiday break.
- C. Lunch with the principal (a walk-a-thon incentive) was a success. Thank you to Lindsey Kane and New Holland Brewery for organizing!

IV. Teacher Update (Alaina Hale and Nicole Robb)

- A. Teachers can send pictures of any PTO-sponsored activities to Raechel, so she can post on social media.

V. Committee Reports

- A. Garden Committee (Lindsay Henry/Dana Phillips)
1. MillerKnoll (via Lindsay Henry) volunteered at DES for their annual day of purpose. Five employees along with parent volunteers helped clean and prep the garden for fall and winter. There's interest from the MillerKnoll group to also help in the spring.
 2. A \$1000 grant from MillerKnoll was approved to go toward the garden. Lindsay hopes to make this effort an annual tradition.
- B. Holiday Workshop (Alison Mixan/Traci McFadden)
1. Most of the supplies have been purchased and prepped for students to make fun holiday gifts for a parent/loved one.
 2. Stephanie Allen has organized a schedule of time slots for teachers. Alison and Traci plan to send out a signup genius before Thanksgiving break to recruit parent volunteers to assist.
- C. March is Reading Month (Meaghan Kelly, Amanda Frank and Amy McKee)
1. Author/illustrator Troy Cummings is scheduled to visit DES on April 17th.

VI. SCA Update (Whitney Valentine)

- A. Annual Children's Film Festival (Mountainfilm on Tour) screenings will be on March 9-27, 2026. TK-5 registration has been launched. Community screenings will be on Saturday, March 21, 2026.
- B. The holiday market at SCA is Saturday, December 6th from 9am-3pm.
- C. *Flourish*, works by Kayla Powers are now on view through May 8, 2026. Field trips (\$7/student) are available.

Next meeting will be on Thursday, January 15th at 8:30am

Meeting adjourned at 4:25 PM Minutes compiled by: Alison Mixan, Secretary