



Douglas Elementary PTO Meeting Minutes

April 24, 2026 DES Media Center 3:30 pm

Board Members: Raechel Hardin, President/Becky Starring, Vice President/Renee Russell, Treasurer/Alison Mixan, Secretary/Deb Wall, Member-at-Large/Michaelle Gust, DES Principa1

Others in Attendance: 8

Board Members Not Present: Deb Wall and Renee Russell

I. President's Update (Raechel Hardin)

- A. The meeting was called to order by Raechel Hardin at 3:30 pm.
- B. An at-large board position is still open; however, Aaron Penn has agreed to fill this position. We also need leadership for next year's book fair, walkathon, and teacher appreciation week.
- C. PTO president and secretary position terms end this school year. If anyone is interested in running for either of these positions, they can contact Raechel via email (rhardinfbs@gmail.com) as soon as possible since the vote will take place in May for these positions.
- D. Raechel proposed combining the evening event and in-school event for the walkathon. Due to a lack of volunteers, the evening walkathon event would be a challenge since it requires a great deal of planning and organization. Raechel pointed out that several evening school-related events already take place in the fall and that by streamlining the two events into one, it would cut back on the budget. All board members in attendance expressed their approval of exploring this idea.
- E. Raechel would like to figure out a link for businesses to use their credit cards to make walkathon donations rather than using FundHub. Aaron Penn is familiar with a platform that may be able to accomplish this and will get more information on how the platform works.

II. School Safety Update (Brett Ensfield)

- A. Brett has organized a CPR training for staff members on August 19th this summer on a teacher professional development day.
- B. He has worked on getting additional signage posted at the high school and elementary to indicate restricted areas. This is for additional safety measures.
- C. Fire, tornado, and lockdown drill procedures for staff have been reviewed.
- D. Brett has been working with a door alarm company that monitors which doors are open or have been left open. He noted that the elementary school is especially doing an excellent job implementing this safety measure.
- E. Currently, Brett is working on a flipbook for staff with emergency numbers and what to do in certain emergency situations to ensure all staff members are following the same protocol. He also plans to test all alarms during the summer and make sure they are synced with the police station.

III. Principal's Update (Michaelle Gust)

- A. Michaelle gave an update on school-related programs and important dates.



1. Tuesday, April 21: MSTEP commenced for Grades 3-5 and will conclude on May 5th with 3rd grade math.
2. Friday, April 24: Visiting author Troy Cummings presented to all grade levels. The students seemed to enjoy his visit. The Velo City bike program also began for T/K and kindergarten students.
3. Monday, April 27: The body safety program was presented to students.
4. Thursday, April 30th is a half day, and there is no school on Friday, May 1st.
5. Wednesday, May 6: Firefighters will conduct a live burn to promote fire safety.
6. Thursday, May 7: The annual spring art show is scheduled at DES from 5:00pm-6:30pm.
7. Wednesday, May 20: The kindergarten, 1st and 2nd graders' music concert is scheduled at 6:00pm.
8. Thursday, May 21: Senior graduates will follow the tradition of walking through DES for one last visit.
9. Friday, May 22: The track and field event for 4th and 5th graders will take place at the high school.

IV. Treasurer's Update (Renee Russell)

- A. Renee provided the treasurer's report dated 7/01/2025-03/31-2026. She stated that all accounts have been reconciled for the month, and March expenses were as expected.

V. Teacher's Report (Alaina Hale/Nicole Robb)

- A. Nicole asked how we can get more parent involvement with school-related activities/events. Several ideas were floated including having a PTO meeting following the kindergarten Bye-Bye Breakfast while parents are in the building. Another suggestion was to host a night with committee leads to present information about what each committee involves, so parents can sign up to volunteer if they are interested.
- B. The PTO can continue to provide information at various events including the art show, welcome night and community night. Perhaps we can create a volunteer directory with the information of parents who can be available to volunteer.
- C. Michaelle made a note that she would highlight the importance of volunteering before next school year's welcome night.

VI. Committee Reports

A. Garden Committee (Dana Phillips)

1. A garden cleanup took place on Friday, April 24th.
2. Dana mentioned she would like to pass along the lead of this committee to someone else as she has taken on another role for Safe Routes to School, which she intends to soon share more information on this program. Dana said she welcomes any ideas to help utilize the garden space for teachers and students. Since our meeting, Kayla Bosch has agreed to take the lead of the garden committee.

B. Family Dance (Kelli Bowman and Joelle Sanger)

1. Kelli and Joelle felt the dance went well overall; however, they are open to suggestions to make it better. Joelle thought there was a good turnout but suggested a poll to see if people would like the dance to continue.



C. March is Reading Month (Amy McKee/Meaghan Kelley/Amanda Frank)

1. March Reading Month was a huge success! Amanda noted the doodle artist was a hit with the students, and it culminated with a visit from author Troy Cummings.

D. Screen-Free Week (Leah Root)

1. Leah designed a flyer with Screen-Free Week information along with a bingo card that includes various screen-free activities. A Signup Genius will be sent out to recruit volunteers for the Color Run.
2. Michaelle will read a pledge for kids to do their best to limit their screen time.

E. Eloquence Day (Karen Kerridge/Lisa Diaz)

1. Karen and Lisa will provide a recap in next month's minutes.
2. Raechel addressed there may be a need for help with this committee next school year and will touch base with Karen.

F. Teacher Appreciation Week (Raechel Hardin/Alison Mixan)

1. Most of the planning and preparation has been taken care of, and Raechel and Alison are ironing out the last-minute details. Raechel has created a flyer of all the special surprises for teachers throughout the week of May 4-8.
2. We will need a lead for this committee next school year.

VII. Additional Comments (None)

Meeting adjourned at 4:52 pm Minutes compiled by Alison Mixan, Secretary