Meeting Minutes

Douglas Elementary PTO

April 17, 2025 Douglas Elementary 8:30am

**Board Members: Birdie Holley, President – Ingrid Benson, Vice President – Chris Bowman, Treasurer – Raechel Hardin, Secretary – Michaelle Gust, DES Principal, Becky Starring**

Meeting called to order by: Birdie Holley, President Attendance: 10

Board Members not present: N/A

Minutes: March meeting minutes approved via email.

**Officer Updates**

**President: Birdie Holley** (birdiewester@gmail.com)

* We still have one remaining open ad-large board member position – the board’s main responsibility is voting on budget related items and the budget as a whole
* Birdie spoke with Meg and Emily regarding the update for the 501c3 paperwork transition and they are all set to update the leadership and contact info once the board switches over.
  + Chris will update the contact info and mailing address list and get it to Renee for communication purposes
  + We will submit the new board information when we complete the annual filing in August
  + Now that the election is finalized, we will update the bank account to reflect new president and treasurer
  + After July 1st Chris and Birdie will be removed from the bank account
* An email went out requesting committee leads for remaining positions for the next school year
* Kim Sharda updated the website to reflect PTO information and meeting dates
* Raechel added an “About Us” section to the PTO website
* **Vice President: Ingrid Benson** (ingbenson2@gmail.com)
* No update.

**Treasurer: Chris Bowman**  (cjames.bowman@gmail.com)

* The treasurer’s report and end-of-month report are available on the website.
* Receipts for the family dance are trickling in, and expenses were under budget. The admin budget line exceeded its allocation, but savings in other areas offset this.
* Please remember to submit all expenses on the website, even for PTO debit card transactions.
* The book fair funds issue has been resolved, with the money deposited into the PTO account.
* Renee has completed money management training and is transitioning smoothly for the next school year.

**Meeting Information**

* **Principal Update (Michaelle Gust):**
* There was no school on Friday, April 18, due to an in-service day.
* The visiting author is scheduled for April 23, with three grade-level assemblies starting at 8:30 AM.
* April 23 is also Administrative Assistants’ Day, so please show extra appreciation to the front desk staff.
* Popcorn Friday is on April 25.
* Students have earned a behavior award with the PBIS puff balls, and the reward will be a game day, details to follow.
* Bike Week, organized by Velo Kids, runs from April 28 through May 1 for kindergarten and first graders. Michaelle met with the program director, and they’re coordinating with Douglas police and the city to select a safe location for “ride day”. Permission slips have been sent home.
* Fifth-grade graduation is on June 4 at 6:00 PM at the high school.
* Safety update: Mark is pleased to announce the hiring of Brett Ensfield as our Campus Security Coordinator. He will oversee our current safety policies and procedures, review emergency and reunification plans, and provide up to date training for staff and students. Information about this position went out via Final Forms before spring break.
  + Two parent workshops will be held in the near future. One on April 23rd at 6:00 pm to introduce Brett Ensfield who will discuss school safety processes and procedures with an emphasis on Okay2Say and other practices that we employ to maintain a secure and safe environment for teaching and learning.
  + The other workshop will be held on April 30th at 6:00 pm and Jean Birky will discuss technology and its effects on the young developing brain. Jean is a local social worker and therapist who has worked extensively with anxiety and depression as well as relationship building.
* **Teacher Update (Mrs. Hale):** No update.
* **March Reading Update (Meagan/Amy):** Meagan and Amy hosted a “book tasting” event to spark interest in new books among students, and it was a resounding success. Preparations are now underway for the visiting author event on April 23rd. The committee stayed under budget for these activities.
* **Family Dance Update (Kelli/Joelle):** This had a great turnout and was under budget. Kelli will lead the committee next year as well.
* **Teacher Appreciation Week (Ashley/Karen):** Teacher Appreciation Week is May 5-9th and there are a lot of fun activities planned. Teachers can enjoy a special treat every day including Roasted Rooster Coffee Truck on Monday, lunch provided by the PTO on Tuesday, massages in the teacher lounge on Wednesday, baked goods on Thursday, and swag bags with teacher’s favorite things on Friday. Students are also included in the festivities and on Monday are encouraged to bring their teacher some school supplies or a book, dress in 90’s attire on Tuesday, give your teacher a compliment on Wednesday, send a thank you or favorite memory note to your teacher on Thursday, and give high fives to all the teachers and staff on Friday. We invite all students and parents to give our wonderful teachers the gratitude they deserve this week!
* **Eloquence Day Update (Meagan):** Invitations were sent out this week. We want to publicly thank local businesses for their generous food donations, consistent volunteering, and refusal to accept payment by giving them shout-outs on social media and other platforms. We encourage everyone to support these restaurants that continually give back to our school. One idea is to place yard signs at the school, surrounding areas, and the high school to recognize these businesses and walk-a-thon sponsors. Birdie will create a spreadsheet listing sponsors and supportive businesses. The next Eloquence Day meeting is scheduled for April 28 at 3:15 PM in the library. Eloquence Day is May 8th at the Felt Mansion.
* **SCA Update (Whitney):**
  + Third grade programming is underway. This was the first week.
  + April 23rd is the visiting author assembly with the Montagues.
  + They will have the WIP van at the Color Run on Friday the 25th and have volunteers facilitating that event.
  + There is an opportunity available if you are an SPS PTO member! You are able to volunteer as an usher at the Theater Performances this summer! See a Broadway show (for free!) and socialize with other parents in a fun environment. Ideally, we will coordinate a specific date during each show for SPS. We need a minimum of 4 parents to make this happen. If you are interested, please contact Will Donahue at [will@sc4a.org](mailto:will@sc4a.org)
* **Screen Free Update (Lauren):** Lauren is looking to pass this committee to another person next year and would like to do it seamlessly, so if there is someone that is interested in taking it on next year, she would love to have them work on it with her this year. If this is of interest to anyone, please reach out to Raechel Hardin ([rhardinfbs@gmail.com](mailto:rhardinfbs@gmail.com)). The library is helping with after school events again this year. Here is the lineup for Screen Free Week:
  + Monday - Sew Fun (this is a registration only class, so Monday will have no "drop in" activities available.
  + Tuesday - Creating with Perler Beads
  + Wednesday - LEGO Lab
  + Thursday - Board Games
  + Saturday - Puppet making workshop with the folks from Hystopolis Productions
  + Screen Free Week is April 21-25 with the Color Run on the 25th from 5:30-7:00pm at Schultz Park.
* **Garden Update (Dana):** A cleanup day is set for May 2 from 9:30 AM to 11:00 AM. Volunteers are welcome to join during this time. A generous donor provided mulch, which will be spread that day. To prevent mud tracking, there has been a carpet placed in front of the doors. Alison from the Boys and Girls Club has been contacted about maintaining the area during the summer. Dana will share a video showcasing the garden’s progress from its start to now, which we’ll distribute once available.
* **Board Elections:** Board elections were held, and new members were appointed to the PTO. The new term will begin on July 1st, 2025. New members are as follows: Raechel Hardin, President; Gaby Cote, Vice President; Renee Russell, Treasurer; Alison Mixan, Secretary. A heartfelt thank you to our current PTO board for your dedication and hard work in making the PTO and our school a success!
* **Member Comments:** The calendar for next year has been updated, with the book fair and conferences being scheduled at different times than usual. Additionally, next year, in 2026 marks the 10th anniversary of the walkathon, and it was suggested that we do something special to celebrate that milestone.

Meeting Adjourned At: 9:21 am

Minutes Compiled By: Raechel Hardin, Secretary