



GREEN CHARTER SIMPSONVILLE PTO

PTO Leadership Meeting Minutes

Date: 9/30/2025

Location: The Mill

Called to order at 6:25pm

1. Welcome & Opening Remarks – Kristen Bell, President

Goal: meet every month at end of month, every other month may be in person

Roll Call - Ali Webber

12 Members Present: Kristen Bell (President), Megan Surret (Vice President), Justin Varnes (Treasurer), Ali Webber (Secretary), Ana Mehta (Volunteer Coordinator), Katie Stevenson (Membership Director), Heather Morhard (Hospitality Director), Helena Kurucar (Holiday Shop Chair), Caroline Mercer (Communications Director), Patricia Woolard (Fundraising Director), Amy Dotson (Teacher Liaison), Sara Swilling (Teacher Appreciation Director), Jessica Vreeland (Staff Support Chair)

Action item: ByLaws - Kristen

Motion to approve by Megan Surret: yes

Seconded by Katie Stevenson: yes

Unanimously approved.

- General Membership Meeting 5:30-6pm on December 15th

2. Director Reports

- **Fundraising – Patricia Woolard**
 - General fundraising update
 - Spirit night CFA over \$300
 - Sponsorship 4 Platinum

- Researching October Spirit Night
- November Spirit night - Chipotle
- Current initiatives & results, specifically RAT
 - Current RAT donations \$12,700 – net will be \$9,500
 - Top 3 classrooms are within \$50
 - Recommendation: reiterate that funds are going to related arts and other initiatives
 - Awards for Minutes AND Funds
 - Disco Party and Glow party, Silly String the Principal and Vice Principal
- For Spring NEXT school year, possibly match RAT with Read Across America

- **Membership – Katie Stevenson**

- Membership numbers – Around 160
- New welcome emails are now coming out, this will include info on submitting Volunteer info
- Cheddar Up - can automatically send a “welcome” email,
 - Since Launch of Cheddar Up, 52 members
 - Justin to send Volunteer info to Ana
- Membership Directory in process to load into MoneyMinder (possibly to coordinate with CheddarUp). Data Types and loading being handled by Ali Webber and Justin Varnes
- Teacher membership numbers

- **Volunteer Coordination – Ana Mehta**

- Opportunities & signups
 - Bookfair
 - Kind Day – This year 1st, 2nd and 3rd
- Feedback from volunteers
 - Room parents – need guidance to explain separation from PTO (Kristen will followup)
- Volunteer of the Month
 - Consensus to shift from monthly to quarterly

- **Teacher Appreciation – Sara Swilling**

- Upcoming monthly treats and overview of last one
- September popcorn and soda – huge success
- October 17th theme is “boo brew” – Dunkin will donate 2 boxes of coffee and a dozen donuts
- Stocking the teacher’s lounge timeline
 - “Owl appreciation fund” Justin and Kristen will launch in MoneyMinder. Will be “live” before the next monthly meeting.
- TAW

- Need final dates from P. Werner– tentative May 4th week
 - Coffee truck – last year’s truck had smoothies - considering same truck
 - Need Admin approval for Decade Dress Up Day on that Friday
 - Competition
 - Teacher birthdays (Jessica Vreeland)
 - Been very positive!
 - Jessica to let Exec know if they need more funding
 - To Add to the “sponsorship” form – “Owl Appreciate You Fund” QR code
 - Teacher Lounge snacks, sodas and such stocking:
 - Possible “Stock the lounge” event
 - Executive Board will Discuss if/when supplies coming from: Store gift cards vs. parent in kind donation vs Owl appreciate you fund vs. Jordan real estate company sponsoring
- **Hospitality – Heather Morhardt**
- Past events overview
 - Donuts with grownups was very successful
 - Got \$75 from Walmart to cover most donuts
 - Upcoming events
 - Dance - middle (Melissa)
 - 51 people signed up as of tonight
 - Earlier tickets are cheaper, to get a better estimate and cash
 - Working on business donations
 - 3-5 Dance (Melissa)
 - Exec Confirm if PTO is providing chaperones
 - Fall Festival (exec)
 - DJ, food trucks (30-40 said interest, narrowed down to 8-ish)
 - Parade (Micah-Heather)
 - Ms. King working with us – some choir might need to be on our float
 - Holiday shop (Helena)
 - Dec 8-12, Penguin Patch
 - We keep 10% of sales
 - We don’t have to pay for things we don’t sell or break
 - Will overnight supplies as inventory runs low
 - Program for students that can’t afford gifts
 - Supplies can be stored in room 116
 - Exec to confirm \$200 amazon gift card should be coming to the school
- **Communications – Caroline Mercer**
- Upcoming communication needs
 - Next quarterly newsletter expectations and deadlines

- Deadline Dec 2nd
 - Caroline will reach out for what she needs
- Google form request details
 - Directors, please utilize the google form
- Master list of things that have already been made
 - Example: letter head, membership forms, etc
- **Website/Technology – Danielle Tebo**
 - Blog posts - tabled for next meeting
 - Google drive for photos – has been shared on Directors chat and Band
- **Teacher Liaison – Amy Dotson**
 - Teacher needs
 - Fall fest baskets - Mimi Williams will work with Amy Dotson
 - Communication on teams
 - Kristen will reach out to admin about communications with teachers

3. SIC Description

School Improvement Council – mandated at every public school, is not a part of PTO

Advisory council to focus on academic and improvement of school.

- They meet once per month, President attends as an ex-officio member.

4. Communication with Administration

- Plan is to get a weekly phone call between PTO and Administration on Thursdays
- If you need something, request by Wednesday

5. PTO Room Status

- Shelving conversation tabled for next month

6. Open exchange of ideas

7. Closing Remarks

Adjourned at 8:01pm

Fall Festival Planning Meeting (Immediately Following)

Time: 7:30 – 8:00 PM

- Progress Update – Megan Surrett & Kristen Bell

- Volunteer Needs
- DJ (covered & booked by the school)
- Sponsorships - tables (Patricia)
- Decorations (Heather)
- Baskets (Amy Dotson)
 - Review proposed email to teachers for room parents
- Logistics (games, food, vendors, etc.)
 - Food truck updates (Terika)
 - Photo camper vendor update (Heather)
- Next Steps & Deadlines
 - December 15th General PTO Meeting
 - Schedule next leadership meeting for late October