

CTA Liberty PTO General Meeting

Wednesday, April 15, 2026 | CTA Liberty Library

Time: 4:04 p.m. – 4:58 p.m.

Meeting Minutes

Agenda Item	Discussion / Notes	Action Items / Motions
1. Budget Updates	Budget updates were discussed, including continued support for school purchases and campus improvements. The new school mascot has arrived. PTO also discussed the ice machine for the teachers' lounge. The ice machine would be leased month-to-month for approximately \$100 per month, including maintenance and service. Wind screens and mural projects were also noted as items being worked on for next year.	PTO to meet with ice machine vendor Friday to confirm fit and installation needs. Goal is to install before Teacher Appreciation Week.
2. School Update	Dr. Barletta shared updates on school expectations, including consistent language around safe hands and feet. Several staff members were recognized for 20 years of service, including Mrs. Hite, Mrs. Renny, Mrs. Soyland, Mrs. Olufsen, Mrs. Loera, and Mrs. Martin. Staffing planning for next year is underway, including a need for a 5th grade Spanish teacher. PTO was thanked for carnival support, donations, and school/staff purchases.	Community encouraged to share any 5th grade Spanish teacher referrals.
3. PTO 2026–27 Board Elections	PTO elections were held for the 2026–2027 school year. The board discussed the collaborative nature of PTO roles and encouraged participation. Nominees were presented and voted on.	President: Amanda Speltz elected unanimously. Vice President: Mrs. Tollefson elected unanimously. Treasurer: Stacey elected unanimously. Secretary: Deanna Adam elected unanimously. Board transition will occur over the next month and a half.

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4. Carnival Frequency	Carnival feedback was discussed. Suggestions included improving raffle basket visibility, adding larger signage, providing tables for raffle ticket writing, considering silent auctions for select larger baskets, improving raffle winner announcements, selling vendor spots, charging food trucks a flat fee, exploring sponsorship packages, improving water sales, and addressing shoe management near inflatables. NEHS may assist next year with first aid support using small kits or identifiable vests. Staff and high school volunteers were thanked for their support.	Consider improved basket placement/signage, table setup, raffle announcement process, water sales, vendor booth pricing, sponsorship packages, and inflatable shoe procedures for next carnival.
5. Meeting Frequency for 2026-27	Discussion held regarding changing general PTO meeting frequency. Recommendation was to hold general meetings quarterly or every other month in person, with executive board meetings monthly and allowed to be virtual or in person.	Motion made and seconded to change the meeting schedule. Motion carried. General meetings will be quarterly; executive board meetings will remain monthly.
6. PTO Activities	Teacher Appreciation Week was discussed. Details were kept limited due to teachers being present, but PTO confirmed activities are planned and the theme is set. It was clarified that Staff Appreciation is included. The deadline for teachers and room parents to submit receipts for reimbursement is May 22, teacher in-service day.	PTO to continue final preparations for Teacher Appreciation Week. Teachers and room parents must submit receipts by May 22.
7. Open Forum	Sixth grade celebration was discussed. Funds have been used for shirts, luncheon support, and clap-out celebration. Cane's is providing lunch support with discounts, no tax, and free delivery. Approximately \$500 was provided to the clap-out committee, with additional donations expected. Discussion also included past end-of-year activities, high school volunteers, the new mascot, and the teachers' lounge ice machine.	Continue planning sixth grade clap-out and celebration. PTO to share mascot update in newsletter/yearbook/social channels.
8. Adjournment	Meeting concluded at 4:58 p.m.	Meeting adjourned.

Action Items Summary

- PTO to coordinate with ice machine vendor and work toward installation before Teacher Appreciation Week.
- Community to share referrals for 5th grade Spanish teacher applicants.
- New 2026–2027 PTO Board transition to begin over the next month and a half.
- Carnival planning team to review raffle basket setup, signage, table needs, water sales, vendor pricing, sponsorships, and inflatable shoe procedures.
- General PTO meetings will move to quarterly; executive board meetings will remain monthly.
- Teachers and room parents must submit reimbursement receipts by May 22.
- PTO to continue sixth grade celebration and clap-out planning.