



PTOBC Meeting Agenda
July 30, 2025 at 6:00pm

- Introductions/Announcements
- Present in person: Kelly W, Jeanne S, Stacey S, Nick, Kayla V, Rachel L, Amy M, Faith (1st – moved here recently), Doug M, Simon (4k)
- Present on phone: Amy S, Brittany K
- Administrator's Report: Updates on
 - New speech pathologist – Kelly Muloney, Middle school math - Martica Hazelwood, new nighttime facility manager – Wayne, new night time part time facility management – Gregory
 - Redoing the teacher bathrooms
 - 26-year-old stalls in bathrooms are being replaced and it helps with fixing any graffiti on those walls.
 - Replaced residential toilets with rapid flush, commercial grade (flush-assist)
 - New windows going in – in the front of the building
 - Gym floors were redone – will be cost saver in the future
 - Repainted the Richmond R, school song and put in new vinyl banners for other schools in gym
- Treasurer Report
 - '25-26 Actual to Budget YTD Committee Report
 - We were right on target for net of \$41k of budgeting on fundraisers
 - Expenses ran a bit higher than expected. Added new basketball hoops and folding chairs with Richmond logos, which were not in the original budget. This moved budgeted expenses from \$12k to \$28k
 - This year – budgets look similar to the '24-25 school year. Looking to have a \$15k-\$20k surplus.
- Review any additional concerns with By Laws - Vote in updated By Laws by voting officers – voted in unanimously
- Upcoming Meeting Frequency and Dates for the 2025–2026 School Year
 - We plan to continue holding three main general meetings throughout the school year. In addition, we aim to schedule additional board meetings, ideally prior to each general meeting. This approach will help ensure efficient communication and a smooth flow of relevant information for parents, teachers, and administrators.
 - 10/29 – 6 pm
 - 1/21 – 6 pm
 - 4/15 – 6 pm
- List of Events
 - Culver's Nights
 - PTOBC Officer: Amy M
 - Dates: 9/15/25 (Monday) and 4/13/26 (Monday) – approved by admin, pending approval by Culver's
 - Sweetheart Dance

- PTOBC Officer: Kelly W (New date and brand 26-27 year)
 - Parent Chair: Lindsay Hackbart
 - Date: TBD - pending from Lindsay
 - Need facilities request form
- 5th/6th grade lock in
 - PTOBC Officer: Kelly W
 - Parent Chair: 5th and 6th grade room parents
 - Date: TBD – need room parent input
 - Need facilities request form
- BINGO
 - PTOBC Officer: Amy M
 - Dates: Late fall and late winter/early spring – 2 this year
 - Need facilities request form
 - How much are we going to charge? Some ideas:
 - Color coded bingo cards – offer some free ideas. Put an intermission in between in the middle to divide free and paid.
 - Small amount per card is “cheap”
 - \$10/family – concessions, keep the intermission to advertise for PTOBC events.
 - Still argument for having free events
- Ongoing Open Gym – 6:30 pm
 - PTOBC Officer:
 - Parent Chair: Sheila Schneider
 - Suggesting \$5 per child
 - Dates: **potential** - 2nd Friday of the month (Nov-Mar) 6:00 – 7:30 pm
 - 11/14/25, 12/12/25, 1/9/26, 2/13/26, 3/13/26
 - Sheila came up with this idea because she wanted to find a place for kids to have energy outlet at a low-cost option during the cold months.
 - Should this be on Saturdays? Jeanne says no custodial team available on weekends and need a staff member like admin to do security. **Can we find a staff member to volunteer on a Saturday?**
 - 2-4 or 3-5 pm is the goal.
 - Plan to rotate PTOBC officers
 - Sign Up Genius for sign ups to limit to the maximum number
 - Doug likes the idea and had a similar idea. Parents, Doug and Nick, want to help. Parent, Simon, also likes the idea.
 - Need facilities request form
- 4K and 5k Ice Cream Social
 - PTOBC Officer: Amy S
 - Dates: Approved by 4k/5k teachers: 9/16/25 (Tues) – Culver’s is the night before this, 9/25/25 (Thurs), 9/30/25 (Tues) – picking 9/25/30 starts at 4 – 5 pm
 - Need facilities request form – Amy S,
 - PTO Volunteer Kelly W and Kayla V
 - Offer info printed with volunteer opportunities
 - Make a poster: “We are PTO – ask us questions”
- Fun Run
 - PTOBC Officer: Stacey S
 - Parent Chair: Jenn Nagy
 - Date: Possibly 10/3
 - Need facilities request form ***
- Golf Outing
 - PTOBC Officer: Brittany K
 - Parent Chair: Doug Meinholz (he runs another charity golf outing for the last 19 years)
 - Date: 9/20/25 - 2:00 pm – still verifying date and time
 - Last year ‘24/25 (golf outing brought in \$10k)
 - Expenses include caterer and Iron woods charge per golfer.
 - Limited to 75 – 85 golfers
 - Doug will send first general email to PTO gmail for send out 1st week of August

- EPI School Supplies
 - PTOBC Officer: Amy M, Amy S as back up
 - Permanent markers supplied by PTO
 - Supply unloading 8/22 – 2 pm
 - Send out email to participants – Amy M send email list to Kayla done on 7/31/25
 - Date: Feb - Aug
- Bowling Fundraiser
 - PTOBC Officer: Brittany K
 - Parent Chairs: Amanda Young and Kayla Ruggles
 - Date: Jan/Feb 2026
- Cash Calendar
 - PTOBC Officer: Amy S
 - Date: Later in the year TBD
- Open House/Silent Auction
 - PTOBC Officer: Stacey S
 - Date: 8/27 3-6 pm
 - PTO Table volunteers: Stacey S, Kayla V, Amy M
 - Need facilities request form
 - Office has QR code on volunteer paper form to give to teachers for Strong Start – this has google form for Raptor and PTOBC will also send definition of different volunteer types
 - School office is working on how to allow PTOBC access to spreadsheet without access to private information
 - Send out QR code early in email to get room parents to only K-2nd grade parents.
 - Need to get definitions and responsibilities to school office for school website and QR code
- Staff In-service and conferences (provide food)
 - PTOBC Officer: Brittany K
 - Dates:
 - 8/27: Lunch for 55 people at noon
 - 9/26: Breakfast for 40 people at 8 am
 - 10/21: Dinner for 40 people at 5 pm
 - 1/19: Breakfast for 40 people at 8 am
 - 1/28: Dinner for 25 people 5 pm
 - 2/19: Dinner for 25 people at 5 pm
- 8th Grade graduation
 - PTOBC Officer: Kelly W
 - Parent Chairs: 7th grade room parents
- Teacher Classroom Funds
 - PTOBC Officer: Stacey S
 - Will reach out to school for list of teachers
 - Need to re-word PTO funds message – Stacey and Rachel can follow up.
- Basketball Tournament
 - PTOBC Officer: Amy S
 - Dates: TBD
- Upcoming Meeting
 - Next planned meeting is 10/29 6-8 pm

Took notes as Kelly spoke about room parents --

Definition of Room Parent (Kelly W): Work with teachers throughout the year – host and plan events for the grade level. 4K-2nd require the most hours – there will be 3 room parents/grade level. 3rd – 8th grade are more limited. 7th and 8th help to plan graduation related events.

Room parents communicate with other parents in the classroom to gather funds and then get volunteers to volunteer for those events.

Room parents gather supplies or funds to put together a basket for the PTOBC Bowling Fundraiser.