

General Meeting Agenda

Meeting Date: Nov. 20, 2025, 7pm

Location: Community Center

1. Call to Order
2. Review of Minutes from last meeting
3. Motion to approve minutes ✓
4. ~~Principals Report~~
5. Officers Reports
 - a. Presidents Report
 - i. Membership / Master Directory Update- The directory is available on the PTO website (<https://specpto.com/>) and members should have received an email inviting you to register with a user name and password to create a login for the website. You will need a registered login to be able to view the directory. If you did not get this email, please contact Emily Welsh.
 - ii. Mid-year survey- We will be sending out a mid-year survey in January like we did last year, and we hope all PTO members will participate and provide their feedback to help us improve the PTO. Be on the lookout for more information about the survey in January!
 - b. Vice President Reports
 - i. 4th grade- nothing new to report at this time
 - ii. 3rd grade- birdhouse event went well, aviary field trip went well, and the teachers are exploring other options for next year's field trip since the incoming 3rd grade class is larger than previous class sizes. Hot Cocoa event is coming up and 3 volunteers will be selected per classroom. Emails have been sent out to volunteers. Emails for the holiday party will be sent likely this weekend.
 - iii. 2nd grade- field trip (11/21) to the Byham theatre
 - iv. 1st grade- Gingerbread ornament day on 12/12 and Polar Express on 12/19. Volunteer texts will be sent by this weekend for Gingerbread, with Polar Express volunteers selected after the first group is finalized.
 - v. Kindergarten- 50s day went well, craft day planned for Dec 5th- volunteer email going out this weekend. Gingerbread Day planned for dec 22nd.

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- c. Treasurers Report
 - i. New treasurer- Kailey Carlson is taking on the role of Treasurer for the rest of the school year, so all future reimbursement needs or questions should go to Kailey. Updated reimbursement forms will be coming out soon.

6. Committee Reports

- a. Fall feast is going well and wraps up at the end of this week.
- b. Sweetheart dance- Planned for Feb 7th.
- c. Clubs update- Clubs are not sponsored by pto anymore, the district will now be running them. The set up should be similar, but all PTO will be doing from now on is providing parent chaperones. The plan is for clubs to come back sometime after the holidays, but we do not have any details yet.
- d. Holiday Workshop- Some changes include using Trader Joe's bags this year instead of plastic bags. There will be a consent form that indicates whether each child is shopping or not- if not, those kids may do an activity instead. Inventory should be smoother this year as they are implementing new inventory plans to divide it up among volunteers. Volunteer roles will be on the sign up sheet to provide more clarity. 12/12 is the back up date in case of a snow day and family night is 12/11. The office said they would like volunteers to commit to 4 hour volunteer shifts if possible and if anyone can't do the full 4 hours they ask that you please note that on the sign up sheet. The office also requested that furniture not be moved, only staff should be moving the furniture. Sign ups should be going out by next week.

7. November/December Events

- a. Birdhouses (3rd) – 11/5
- b. 3rd Grade Field Trip (Aviary) – 11/7
- c. 50th Day (K) – 11/10
- d. Veteran's Day Celebration (1st) – 11/10
- e. Fall Feast– 11/17-11/21
- f. 2nd Grade Field Trip (Byham) – 11/21
- g. K Ornament Day – 12/5

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- h. Sarris Pickup – 12/10
 - i. Holiday Workshop – 12/9-12/11
 - j. Gingerbread Ornaments (1st) – 12/12
 - k. 1st Polar Express Day – 12/19
 - l. 3rd Hot Cocoa Day – 12/22
 - m. K Gingerbread Day – 12/22
 - n. Holiday Parties – 12/23 (9:45am)
 - o. Dates for upcoming events for the year
8. Announcements
- a. No December meeting
 - i. Upcoming meeting dates:
 - 1. 1/28 7 pm
 - 2. 2/23 9:30 am
 - 3. 3/26 7 pm
 - 4. 4/27 9:30 am
 - 5. 5/27 7 pm
 - b. Sarris pickup – 12/10, 4-6pm
9. Open forum / comments
10. Adjournment