

**Thematic Learning Community PTO
Hooker Oak Elementary School
Meeting Minutes – August 25, 2025**

Meeting Called to Order at 5:32 pm

A. Introductions & Attendance (voting, committee members, and principal only with number of officers holding position and corresponding votes indicated in parenthesis):

Co-Moderators(2): Michelle Palmquist Rayna Johnson	Events Coordinators(2): Sarah Van Hout Selina Barrera
Secretary(1): Emily Little	Parent Commitment Coordinator (2): Makenzie Johnson Tessa Mahan
Treasurers(2): Lindsay Fee Mallory Serrao	Corporate Liaison(1): Vacant
Publicity Coordinator(1): Teresa Ban	Principal: Emily Mullins
Green Committee: Kristen Varga	Arts Committee:

B. Appreciations:

- a. Michelle - Mande for significant leadership role/work on the staff room remodel.
- b. Mande - for many people who contributed time/supplies/more to finish staff room.
- c. Tessa – Michelle for work on the TK/K blacktop refinishing project.
- d. Principal Emily to Selina for the bulletin board, Michelle for the blacktop project, Rayna for all kinds of design/administrative/communication work.

C. Action Items

- a. Vote on previous meeting minutes: Teresa Ban moves to approve the May 12, 2025 meeting minutes, Michelle Palmquist seconds. Vote: all in favor, none opposed; the motion passes.
- b. Open Positions: Corporate Liaison, Art Committee.
 - i. Corporate Liason – need a person to be the point person to reach out to local businesses for fundraising efforts, etc.

1. Field Trip shirts: This person would also take over the field trip t-shirts–businesses and families can put their names on the shirts in exchange for a sponsorship – shirts done by mid-September.
- ii. Arts Committee– need a second person to chair the arts committee for the February arts event.

D. Teachers' Reports:

- a. Third grade teachers Tracie Dudkowski and Kelly Dennis: report of third grade plans and progress. Presentation of new 3rd grade project–Feather River Classroom Aquarium Education Program, under which each class would raise salmon or steelhead. Request that PTO fund one class aquarium set, which would be shared between the two classrooms: \$540.45. PTO approves use of PTO “Curriculum” budget funds for these supplies.

E. Classroom Reps: None given due to timing of first PTO meeting in relation to start of school and no assignments of room representatives to-date.

F. PTO Committees' Reports

- a. Events Fundraising (Sarah & Selina)
 - i. Cal Skate Night - Thursday, Sept. 4th, 2025 6-8pm. Spirit gear preorders will begin that night and stay open for two weeks (until approx Sept. 18).
 - ii. Jog-A-Thon - Sept 26th, 2025 – our biggest fundraiser of the year. Schedule forthcoming in Sprouty newsletter.
- b. Green Committee (Emily & Kristin)
 - i. Discussion of need for regularly scheduled garden/nature center cleanups. Teacher Lindsey McGee will be the point person this year. Because of the classroom sponsored cleanups, there will be no weekend cleanups until needed. Discussion of pond, including professional cleanout costs and other options.
- c. Publicity Chair (Teresa Ban)
 - i. Teresa Ban – throughout the year, Teresa will be weekly posting “Meet the Members” and “Field Trip Friday” posts on social media channels to publicize the PTO and school events, as well as a way to communicate our ethic and community to current and future families. Please send posts and details of field trips to Hooker Oak PTO. Best practice re photos of students is to use photos with faces turned away from camera.
- d. Library Committee (Mande)
 - i. Discussion and planning of library makeover project: First general meeting for all interested parties will be held last week of September, date TBD. PTO will circulate feedback form to collect staff opinions/ideas. The goal is to complete project by Read-a-thon/Book Week, March 9, 2026.

G. PTO Officers' Reports:

a. Co-Moderators:

- i. Crossing guards. Discussion of need for volunteer(s) to help at crosswalks, outreach to City Council re installation of flashing lights.
- ii. Book Club - Theresa Ban. Discussion of schoolwide children/family book club to launch in October 2025; proposed books are Narwhal by Ben Clanton and/or Song of the Whale by Lynn Kelly.
- iii. Sprouty Store Update - Michelle Palmquist. PTO is taking over the Sprouty Store. Volunteers needed: contact PTO/signup link in Sprouty.
- iv. Staff Meetings. 2:40pm, Room 1. Next two staff meetings:
 1. August 26, 2025 – Teresa Ban to attend.
 2. September 9, 2025 – Mande Browning to attend.

b. Treasurers (Mallory & Lindsay):

- i. Treasurers circulated reports and discussed fundraising importance.

c. Parent Volunteer Coordinator (Tessa & Mackensie)

- i. Classroom Coordinators - Welcomes and expectations
 1. Classroom coordinators will continue to be asked to communicate classroom updates and teacher needs to the PTO.
 2. Classroom coordinators also now asked to serve as a leader in the classroom to rally each classroom's families to help at PTO events, donate supplies, and otherwise support those events.
 3. Discussion of new effort, headed by 2nd grade teacher Lindsey McGee, of a monthly garden cleanup, sponsored by rotating class schedule (2nd grade in September). Classroom coordinators would help communicate with families about these events.

H. Principal's Report

- a. Principal Mullin stated that the year is off to a great start. New hires; PBIS kickoff; Fall Blood Drive (September 11th, walk-ups welcome); parent volunteers asked to sign up with District as "Schedule C" volunteers for field trip driving; Coffee with the Principal (First Friday of every month, 7:45-8:30am).

I. New Business/Comments

- a. Discussion of need for shade sails for TK/Kindergarteners during lunch.
- b. Discussion of need for additional bike racks.

Meeting Adjourned at 7:21 pm.

Next meeting: Monday, September 22, 5:30 pm.