

**Thematic Learning Community PTO  
Hooker Oak Elementary School  
Meeting Minutes – December 8, 2025**

**Meeting Called to Order at 5:32 p.m.**

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

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

B. **Appreciations:**

- a. Michelle - to Abbie, for serving on many committees and for all of her help.
- b. Emily - to Theresa, for doing an excellent job with PTO social media.

C. **Action Items**

- a. Vote on previous meeting minutes: Rayna Johnson moves to approve the October 27, 2025 meeting minutes, Theresa Ban 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. No action taken.

D. **PTO Officers’ Reports**

- a. **Co-Moderators** (Michelle and Rayna)
  - i. Staff Mtgs: Theresa Ban will attend the next meeting on January 6, 2026.
  - ii. Digital Payment Options: Rayna presented two options, “Cheddar Up” (paid) and Zeffy (free). Discussion regarding these options and next steps.

- b. **Treasurer** (Mallory & Lindsay)
    - i. Budget Report: Mallory discussed the previously circulated budget report and stated that she and Lindsay would be working on teacher disbursements. Successful turnout for dinner night out fundraisers to date.
  - c. **Events Coordinators** (Sarah & Selina)
    - i. Sprouting Business Market - Dec. 13th, 11a-2p. Sarah reports that the planning for this great annual event is going well. Patricia reported on the daffodil fundraiser for the Nature Center, which will be running during this event.
    - ii. Gear: Sarah reports that the school gear has arrived and will be distributed shortly, and some will be for sale at the Sprouting Business Market.
  - d. **Publicity Coordinator** (Theresa)
    - i. Social Media – please send photos and video from events to Hooker Oak PTO’s social media account for Teresa to share.
    - ii. Book Club – next meeting is 12/11 at 2:45, and club meetings have been going well.
  - e. **Parent Commitment Coordinators** (Tessa & Mackenzie)
    - i. Mackenzie reported that they are recruiting for the several classrooms with no parent representative.
- E. Classroom Coordinators Reports:**
- a. TK – See teacher update.
  - b. K – No kindergarten update.
  - c. 1st grade – The students are working on their “Patterns in the Sky” thematic unit, despite the fog.
  - d. 2nd grade – For their “Holiday Traditions” theme, the students will attend a “Christmas in Mexico” performance next week and are learning to build presentations.
  - e. 3rd grade – The students are working on their climate/weather theme for science and working on gingerbread houses with their “little buddies.”
  - f. 4th grade – “The salmon have tails!” Many salmon eggs have hatched. Working on weather and climate charting, as well as a holiday party with their “little buddies.”
  - g. 5th grade – Working on “normal academics” and getting ready to sing Christmas carols around the school next week.
  - h. Sp-Ed – Working on social-emotional skills, such as asking for help.
- F. PTO Committees’ Reports**

a. **Green Committee:**

- i. Abbie reports that the garden center got their entire wish list approved by Blast, and they are working on irrigation and other maintenance. Discussion regarding status of garden/nature center cleanups, plants, fundraising, and needed supplies.

b. **Library Committee** (Mande and Theresa)

- i. Abbie reports that all of the new furniture has arrived. The committee circulated a substantial wishlist to the District and a book wishlist to the community.

**G. Teacher's Report**

- a. TK Teachers Erica Hudson, Joyce Harper, and Kristen Privett reported that the transitional kindergarten students are working on their holiday musical performance, counting, and standing in line.

**H. Principal's Report**

- a. Principal Emily: Report included Spirit Week, well-attended weekly school tours, and development of priority enrollment bylaws. Request for PTO to sponsor staff holiday breakfast, which PTO will do.

**I. Unfinished Business**

- a. Crossing Guards – No update on this matter.
- b. Shade Sails – No update on this matter.

**J. New Business**

- a. Theresa suggested getting a coffee cart for parents before the Halloween parade next year.

**Meeting Adjourned at 6:35 pm.**

**Next meeting: January 26th, 5:30-7:30 pm.**