PTO October Meeting

October 6th, 2026

1:00 pm.

Attendees: Kimbra Stoudenmier, Chasidy Armstrong, Emily Dunlevy, Lindsey Adams, Jessica Palm, Jenna Smith, Amber Demetri, Kara Hoffman, Michael Putnam, Brooke Klausmier, Andrea Winkler, Alicia Salem, Jennifer Oakley, Colby Hall

- **Principal Updates:** Mrs. Spenner: The principal thanked PTO for staff appreciation activities, fundraising support, and morning car rider volunteers. Volunteer assistance has helped improve traffic flow.
- The school counselor, Mrs. Commodore, is leaving to stay home with her son. Two qualified candidates have applied; interviews will include district counselor supervisor Jessica Smith.
- The School Improvement Plan was presented to the Board of Education and is expected to be available on the school website following approval. School Improvement Team (SIT) meetings are generally held on the first Tuesday of each month and are open to the public. PTO board members were asked to submit ballots for parent representatives; results were not stated.
- The principal reported an approximately $24,000 annual school operating budget, with approximately $16,000 remaining. Declining enrollment and reduced district funding were discussed. PTO support was recognized as important to supplemental instructional resources.
- The school earned an A rating and exceeded growth. Reported proficiency was 85% across grades 3–5 and 92.7% in fifth-grade science. School administrators are mentoring district colleagues and leading fourth- and fifth-grade early release professional development. District visitors are scheduled to observe fifth-grade science instruction.
- A committee will be formed to plan a celebration of the school's A rating, with possible parent participation.
- The principal announced plans to move the Veterans Day celebration from November 13 to November 5. A vote was referenced from Mrs. Spenner, unanimous vote. Plans include a parent/family guest speaker, a color guard, and an America 250 component. An announcement is planned for the upcoming Sunday update.
- Additional volunteers are needed for student enrichment activities and the book fair. Teachers have received book fair signup links. Substitute teachers are also needed; anticipated kindergarten and first-grade long-term vacancies are covered.

Business- Kimbra Stoudenmier & Chasidy Armstrong

School Shredding Needs- Tabled

- The district no longer provides the previous collection service for confidential documents. The school is storing materials awaiting secure destruction.
- Options discussed included a mobile shredding service, reportedly about $60 every eight weeks (confirm quote), and purchasing a crosscut or microcut shredder. A suitable machine was estimated at approximately $300–$500; higher-capacity commercial models cost more.
- Estimated routine volume is one to two copier-paper boxes per month, with additional volume at year-end. Confidential student materials must remain securely controlled.
- Mrs. Spenner will ask Woodland Heights Middle School whether the elementary school may use its existing shredder and confirm disposal requirements for shredded material.
- The item was tabled pending those answers. No purchase or service expenditure was approved.

Basketball Court Lines

- The basketball court lines still need to be painted. Members will coordinate volunteers, stencils, and a weather-appropriate Saturday, ideally before winter.
- Jessica Clark offered to provide stencils and supplies. Project date TBD.

First Day School Supplies

- PTO plans to continue using First Day School Supplies. Chasity will serve as a contact, and Ms. White will continue gathering grade-level supply lists.
- Mrs. Spenner requested an opportunity to review lists before submission, copies for the front office, and a finalized version for the school website. Existing supplies should be considered when preparing lists. Lists are expected to be requested around early March.
- Approximately 185 kits were reported sold last year, up from approximately 160 the first year. PTO receives $5 per kit; approximately $850 in prior proceeds was mentioned.
- Members favored retaining the current $5-per-kit contribution. The program was described primarily as a convenience for families, with proceeds providing an additional benefit to PTO.
- The school qualified for five free kits by signing up by October 1. PTO and school staff will coordinate grade levels and distribution to students in need. Further incentives to earn free kits are expected to be explained in the spring.

Social Media-Emily Dunlevy

- Emily offered to prepare flyers and social media posts once event details are finalized. Movie night promotion is anticipated approximately one week before the event.
- Members discussed taking additional photos of the hawk mascot in different poses for future promotional materials.

Fundraising- Mike Putnam

- Hawk Fund raised slightly more than $14,000 toward a $20,000 goal. Participation was reported in every class. Members described the incentives and Playground Palooza as successful.
- Ideas for next year included clearer explanations of participation-based incentives, smaller donations across the campaign, a paid hat day or similar activity, and retaining a gift card incentive for the teacher with the highest participation. These were suggestions, with no formal adoption recorded.
- Car rider signs were well received. Members discussed adding QR codes, particularly during afternoon pickup, while avoiding disruption to traffic.
- A Boosterthon planning meeting is scheduled for November 5. Alternatives to the glow run for older grades, such as dance or game activities, will be reviewed before a commitment is made.

Treasurer's Report- Lindsey Adams

- Lindsay presented a report covering July through September. Hawk Fund revenue was slightly above $14,000. Banner and fence signage participation was stronger than anticipated.
- The safety film, playground updates, and televisions associated with the 2025–26 projects are complete and were approximately within projected costs.
- Teacher stipend requests are arriving slowly. Detailed financial information was available for members to review.
- Playground Palooza came in under budget. All disputed refunds associated with the bounce house vendor, including a duplicate deposit charge, have been recovered.

Events- Marcy Pippin (not present) & Kara Hoffman

- Members agreed to proceed with the animated Illumination version of The Grinch for movie night on November 20. No formal motion or vote count was stated.
- The movie must be shown from a purchased DVD using compatible equipment. Members noted that streaming is not permitted under the school's current license arrangements.
- Ideas discussed included pizza preorders, popcorn and drink containers, a hot chocolate station, pajamas or festive attire, a simple craft, a photo prop, and a possible Grinch

character appearance. Final activities, prices, assignments, and event time remain to be confirmed.
- Members also discussed a movie-themed raffle basket that could include the DVD after the screening.

Staff Appreciation- Chasidy Armstrong/ Amber Demetri/ Jenna Smith

- The recent charcuterie boxes were well received. Members thanked volunteers who helped assemble them and noted appreciation for allergy accommodations and a vegetarian option.
- For November, members plan to provide miniature pies. Grocery-store options were discussed to keep costs reasonable.
- Members also discussed purchasing two or three full-size pies from Carolina Pie for a staff raffle. Scheduling near Thanksgiving was suggested; the final date and purchases were not confirmed. Early ordering was recommended.

Spirit Nights- Currently seeking chairperson for this position.

- Rita's Spirit Night raised $255.
- The next event is October 7 at the venue transcribed as Shoals (confirm business name). Families should mention Woodland Heights.
- Dairi-O Spirit Night is scheduled for October 27. Volunteers are needed through SignUpGenius; PTO representation is required for the school to receive proceeds.

Yearbook- Brooke Klausmier

- Sixteen fifth-grade baby photos have been received. Families will continue to be reminded to submit photos using the information in the newsletter.
- Yearbook representatives met with the art teacher, whose name is transcribed as Ms. Luger, about a cover contest. Class time may be available for students to work on submissions. Contest timing and details remain to be finalized.

Lost and Found- Jessica Clark

- Inventory review and organization are ongoing. Items with names are returned through teachers when possible.
- Members discussed using mascot images to help promote unclaimed items and encourage families to retrieve belongings.

Birthday Rock & Spirit Rock: Andrea Winkler

- Sixty-four reservation spots are filled, generating approximately $945. The reservation link for the second half of the school year will be released in early December.
- A fifth-grade Spirit Rock plan is being developed, with an update anticipated at the next meeting.
- A painter associated with Color Me Rocks offered a possible raffle donation. Members will request an email address and additional information before presenting the offer at a future meeting.
- Members discussed concerns about painting before the prior family's reservation ends. The principal requested a friendly written reminder of the rules, including the 4:00 p.m. changeover time and avoiding painting during car rider traffic. A member will obtain the painter's email address so guidelines can be sent directly.

Follow-Up Items

Task	Responsible Party	Timing
Ask middle school about shredder access; confirm secure disposal rules	Principal	Before reconsidering expense
Coordinate basketball court painting and supplies	PTO volunteers; lead to confirm	Before winter, weather permitting
Collect SIT ballots and confirm parent representatives	PTO / school administration	Following meeting
Confirm Veterans Day date and any required vote	School administration	Before family announcement
Review supply lists and coordinate five free kits	Chasity, Ms. White, school administration	Lists around March; kits TBD
Review Boosterthon options for older grades	Fundraising team	November 5 meeting
Finalize movie night logistics and promotions	Events team / Emily	Before November 20
Confirm mini-pie distribution and full-size pie raffle	Staff appreciation team	November; order early
Recruit Dairi-O volunteers	Spirit Night coordinator / members	October 27

Continue baby photo reminders; finalize cover contest	Yearbook team / art teacher	TBD
Release second-half rock reservations; provide fifth-grade update	Rock coordinator	Early December / next meeting
Obtain painter email and send rock-use guidelines	Rock coordinator / school administration	Promptly

<u>Upcoming PTO Dates</u>

October 7th- Shoal's Grill Spirit Night 5PM-9PM.

October 27th- Dairi-O's (5-8 PM)

November 3rd- PTO Meeting at 1:00 PM

November 5th- Alino's 5-8:30 PM