



Triton Elementary PTO — August 2025 Meeting Minutes

Date: Monday, August 11, 2025

Time: 3:30 pm

Location: Elementary School Library & Virtual via Zoom link

Facilitator & Note-taker: Lily Chapman

1. Welcome & Attendance

- In-Person Attendees: Emily Long, Mrs. Vermillion, Mrs. Riddle, Miss Painton, Mrs. Shively, Jenn Anderson, Megan Shafer, Ashlie Yates, Natasha Blackford, Carolyn Crooks, Lily Chapman, Mrs. LaShure (limited)
- Virtual Attendees: Brittany Marocco, Holli Hollering

New members introduced themselves and shared their interest in PTO involvement.

2. Bylaws & Positions

- Bylaws reviewed; membership is open to any parent, guardian, or teacher of a Triton Elementary student.
 - Positions defined: **President, Vice President, Secretary, Treasurer, Communications Director.**
 - Officers serve two-year terms; process outlined for resignation/removal.
 - Motion to approve bylaws passed unanimously.
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3. Budget & Calendar

- **Treasurer's Report:**
 - Checking: \$3,958.68
 - Savings: \$23,502.68
 - Notable expenses: Spirit wear, summer school snacks, teacher reimbursements.
 - Teacher Discretionary Fund: \$75 per teacher (\$150 for new teachers); underutilized last year.
 - Special Projects Fund: covers class / grade specific needs.
- **Budget Changes:**
 - Jenn Anderson motioned to increase Staff Lunch budget to **\$1,500** (~ 3 lunches / year). Carolyn Crooks and Ashley Ameigh seconded. **Approved.**
 - Natasha Blackford and Ashlie Yates offered to assist with **RIF** book review and distribution.
 - Lily Chapman to create simplified submission forms for Teacher Discretionary Funds and Special Project requests (centralized via Google Drive).

- **Calendar & Meeting Cadence:**
 - PTO meetings to align with school board meetings (second Monday of each month).
 - Meetings are held in the Elementary Library on the following dates:
Monday September 8, 2025 - 3:30pm
Monday October 6, 2025 - 3:30pm
Monday November 10, 2025 - 3:30pm
Monday December 8, 2025 - 3:30pm
Monday January 12, 2026 - 3:30pm
Monday February 9, 2026 - 3:30pm
Monday March 26, 2026 - 3:30pm
Monday April 13, 2026 - 3:30pm
Monday May 11, 2026 - 3:30pm
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4. PTO Programs, Upcoming Events & Fundraisers

Haunted Hallways – Initial Planning

- Jenn suggested creating a donation/needed items list.
- Ashley will draft the Amazon wish list and share with Megan.
- Items needed: black lights, spider webs, candy donations.
- Restrictions: no strobe lights, no overly scary decorations, no fog inside the building.

Fundraiser & Program Review

- Motion by Carolyn Crooks to keep current fundraisers/events from last year; seconded and **Approved.**
 - Dutch Kernel popcorn
 - Spirit wear (year-round)
 - Carnations (February)
 - Penguin Holiday Shop (increased profits in Year 2)
 - Parents' Night Out
 - Fun Fair

New Ideas Discussed

- **Holiday shop around Mother's Day** – Jenn to explore feasibility.
 - **Cookie decorating kits** – Ashley interested in organizing.
 - **Muffins for Moms / Donuts for Dads** – Carolyn to investigate logistics and report back.
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5. Open Discussion / Additional Business

Officer Elections (2025–2027 Term):

- **President:** Carolyn Crooks
- **Vice President:** Lily Chapman
- **Secretary:** Jenn Anderson
- **Treasurer:** Ashley Ameigh
- **Communications Director:** Megan Shafer

Volunteer coordinator roles to be assigned for specific events as needed.

6. Action Items & Next Steps

- A. **Ashley** – Create Haunted Hallways donation list/Amazon wish list and share with Megan.
- B. **Natasha & Ashlie** – Review / update RIF book inventory and coordinate with teachers.
- C. **Lily** – Develop centralized Google Drive folder with all teacher PTO forms and create Teacher's Discretionary Fund submission workflow.
- D. **Jenn** – Research Mother's Day holiday shop option.
- E. **Ashley** – Explore cookie kit fundraiser details.
- F. **Carolyn** – Investigate Muffins for Moms / Donuts for Dads logistics with school leadership.
- G. **Fun Fair Committee** – Coordinate with Student Council to improve food service flow.
- H. **Confirm tentative dates for approved programs and events:**

Tentative dates (adjusted for the 2025 / 2026 school year)

Parent / Teacher Conferences: Thursday, October 9

Reading is Fundamental (RIF) Distribution: Tuesday, November 18 & Tuesday, March 17

Haunted Hallways: Thursday, October 23

Popcorn Fundraiser: November 20 - December 3

Holiday Shop: December 8 - 12

Carnations Fundraiser: Forms go out the last week of January. End date was Feb 7th and carnations were distributed on Valentine's Day

Fun Fair: Thursday, April 16

Teacher's Appreciation Week: May 4 – May 8