

PTO Meeting Minutes

September 19, 2025 (4:30PM-5:30PM)

@Liberty Family room and online via Teams

Meeting Summary

Welcome & Purpose

The meeting began with an overview of why the PTO is being formed: to strengthen school-family connections, support students and teachers, and create opportunities for events and activities that bring the community together.

Introductions

Participants introduced themselves and shared hopes and ideas for the PTO.

What is a PTO?

It was clarified that a PTO is a collaborative group for families and teachers, focused on supporting students and improving their school experience. It does **not** handle curriculum or complaints, which remain under school administration.

Fundraising and Volunteering Brainstorming

Ideas shared from the brainstorming session:

- **Fundraising:** Bingo night, \$10 Camps (Zumba, Legos, Sports), snack cart for teachers, concessions in school events, raffles (part proceeds for PTO, part as prize), pizza fundraiser (Domino's); and long-term investments such as a popcorn maker, hotdog warmer, and pencil vending machines. Other ideas were discussed and will be considered in future planning.

- **Parent Volunteer Opportunities in School:** Helping with concessions, assisting teachers with projects (laminating, cutting, etc. It can also be done from home), helping in the library with book organization...

Fundraisers chosen to start with

1. Domino's Pizza fundraiser (pizza cards).
2. Raffle.
3. Ongoing concessions at games and family nights, snack cart for teachers and school store.

Events and activities

Harvest Activity

The group discussed a Trunk or Treat activity for the kids. The original idea was to do it in the cars, but another possibility is to decorate classroom doors and have kids go through the school trick-or-treating with toys and small gifts (not candy). This idea still needs further discussion.

Communication

The group decided to use **ClassDojo** as the main tool for PTO communication. All parents already have access, it allows creating a PTO group, and files and announcements can be shared easily.

The OPS system also sends mass text messages, but parents cannot reply to them.

Next Steps and Closing Remarks.

- Launch the first fundraising projects: Domino's Pizza cards, raffle, concessions, teacher snack cart, and school store.
- Create and share the PTO group on ClassDojo.
- Create a shared document for parents to volunteer in the school.
- Next meeting: the group decides to meet again on **October 6, 2025, from 4:30 to 5:30 p.m. (Family room and online via Teams)**