

McKee Elementary PTO - Meeting Minutes

Date: December 11, 2025

Time: 6:00 PM

Location: James McKee Elementary Library

1. Call to Order

- Meeting called to order at 6:05 PM by Sara Simonson, PTO President.
- Attendance: 10 members present. Sign-in sheet circulated.

2. Approval of Previous Meeting Minutes

- Minutes from the November 13, 2025 meeting were reviewed and approved as presented.

3. Treasurer's Report – Presented by Shanna

- Shanna provided a financial update including current balance, income, and expenditures.
- Members reviewed and discussed the report; questions were addressed.
- No motions were required.

4. Old Business

- Holiday Shop - The Holiday Shop is currently running with strong volunteer turnout and positive feedback from families.
- Spirit Wear - Recap of November Spirit Wear sales provided.
- Update on PTO shirts fundraiser—orders will close in December with delivery expected in January.
- Winter Sing – Funding Request - Final update and report of approved expenditures shared with members.
- Treat Trolley - Treat Trolley plans remain in progress, with an upcoming staff appreciation date to be scheduled.
- Membership Update - PTO now has 26 family memberships. Mrs. Buntin's class won the class prize with 7 memberships.
- Snowflake Dance - Three raffle baskets have been donated for the event.

5. New Business

- Spring Fling - Proposed schedule and event overview were discussed. Item tabled until the January meeting to allow for adjustments and additional planning.
- January Membership Drive & Business Sponsorships. Discussion held regarding goals and outreach plans for January. Vote: Motion passed 10–0 to proceed.
- Copy Crate – Teacher Request Reviewed teacher request to support classroom copying needs. Vote: Motion passed 10–0 to approve.
- Student Store- Reviewed proposed Student Store schedule: 1st and 3rd Fridays of each month beginning January 16 through May 1. No Student Store on March 20 due to Spring Break. Vote: Motion passed 10–0 to approve.

- Preservice Breakfast – Funding Request Discussion held regarding PTO support for the staff preservice breakfast. Vote: Motion passed 10–0 to approve.

6. Announcements

- Next Meeting: Thursday, January 8, 2026, at 6:00 PM in the James McKee Library.
- Recap of upcoming volunteer shifts and events.

7. Adjournment

- Meeting adjourned at 6:50 PM.