



PARENT TEACHER ORGANIZATION Minutes
November 12th, 2025

Christiana Sparks called the meeting to order at 6:33pm; quorum was met with 7 of 8 exec members and 6 or 7 voting members present: Christiana Sparks, Andreya Flanigan, Shelly Jonassen, Erin Wiley, Alyssa Gale Freund, Vanessa Wilson, and Shannon Reddy. Meeting was in the Middle School Commons with no virtual option. Twenty-six participants were present, the list of those who attended is listed at the end.

President: Christiana Sparks

1. Shoutouts –
 - a. Trunk or Treat feedback was positive.
 - b. Room Parties- Alyssa was acknowledged and feedback was positive.
 - c. Used Uniform sale on 11/8/25 was acknowledged and support for those who ran it, Erica and Katie, feedback was positive.
2. PTO Calendar Updates
 - a. Reviewed PTO calendar updates including Ben's Brigade on November 20 and the RaiseRight extension through December 3.
3. Introduce PTO members:
 - a. Noted that expected members were unable to attend.

Vice President: Andreya Flanigan

1. Volunteers of the Month
 - a. Gift Card Christina McFarland was the recipient of the Gift Card to Gelato.
 - b. Becky Glaze recipient of the parking spot.
2. Holiday Party
 - a. Provided an update on the PTO Holiday Party to be held with the December meeting at Old Blinking Light; a SignUpGenius will be distributed and a gift exchange included.

Treasurer: Shannon Reddy

1. Balances
 - a. Checking \$68,559.80
 - b. Savings \$27,831.10
2. Events
 - a. Teacher Appreciation: To date we have supported BTS Dinners (Qdoba), PT Conf (Mici's pizza), T-shirts for teachers, coffee for teachers, etc.

3. Fundraising,

- a. Milk Caps: \$2,100 this school year \$0 in PY
- b. Uniform Exchange: As of this past weekend total is \$3300, compared to \$760 from last year at this time. In total that is an increase of \$2,540 from PY.
- c. Spirit Rock: Have an increase of \$700 over last year.
- d. Spirit Wear: Doubled revenue over PY almost double.

Social Coordinators: Abby Jensen and Vanessa Wilson

1. Trunk-or-Treat Recap

- a. Reported that Trunk or Treat had 27 participating cars including two sponsors. Principal Simpson and Deputy Jensen participated with a collective decorated trunk.
- b. Noted positive feedback regarding inclusivity and reported leftover candy donations from Legacy Martial Arts.

Fundraising Report – Erin Wiley

1. Fun Run

- a. Reviewed Fun Run planning with tentative kickoff on April 9 and event date of April 23.
- b. Reported that Gen Townsend will assist with coordination.

Room Parent Coordinator: Alyssa Gale Freund

1. Halloween Party Recap

- a. Provided recap of Halloween classroom parties and reminded parents to submit expense reports for classroom transparency if they collected funds, along with thank yous and photos to the parents.
- b. Covered the reminder for yearbook photos and about blackout policy.

2. Winter Holiday Parties Coming soon,

- a. Discussed preparation for Winter Holiday Parties and efforts to streamline communication templates
- b. Raise Right Reporting to Classes will be sent as a total versus a breakdown of where the gift cards are from.

3. Yearbook Class Party Photo Upload Process

- a. Discussion continued regarding the photo upload process, and was shared that when in doubt about a child being on blackout refer to teacher. Will provide updates on yearbook photo tagging soon.

Secretary: Shelly Jonassen

1. Vote Log Review:

- a. Reviewed recent changes to the Vote Log, including two newly recorded votes.

2. Meeting Minutes:

- a. Sought feedback for best method of delivery out to the PTO, determined would try to send a link rather than the document as a test this round.

3. Agenda items:

- a. Discussed that agenda items would shift around based on upcoming events rather than always follow the same rhythm-asked for feedback on flow

4. Feedback on flow of the meeting
 - a. With the change in the flow of exec team providing updates first and then transitioning to the committee reports, asked the team to share what works and does not work in their opinion.

Committee Reports:

1. Sweetheart Ball Committee (Chantel Greske and Katie Graham) reported theme 'Let's Disco'; DJ and photo booth being explored; exploring additional activities. Seeking best option for sweet treats.
2. Spirit Rock Committee (Jamie Kroese) reported four remaining openings and discussed a possible pay-up front process for next year. Request for payment or loss of spot resulted in payments occurring.
3. Spirit Nights (Dana Smith/presented by Erin Wiley) Evereve promotion on December 4 with 15% proceeds to the school, will last the entire day. Lazydog on Veterans Day results will be shared at next meeting.
4. RaiseRight Committee (Rebecca Mullenix) confirmed campaign will open Sunday November 16th and close December 3.
5. Yearbook Committee (Shayla Riggin and Lara Chatterton) provided updates on training for them which will be conducted by students in the 8th grade elective, and they are working on streamlining categories to assist, but not duplicate.
6. Used Uniform Committee (Katie Graham and Erica Reese) reported good event management but lower-than-expected attendance, considering themed bundles and promoting to Preschool to new families.
7. Sponsorships Committee (Cassie Roberts) noted signage and banners progressing, with mix-and-mingle events to come in 2026.
8. Teacher Appreciation Committee (Lindy Busbee) reviewed recent recognition for Principal Simpson and the end of the Trimester treat, next will be upcoming conference support.
9. Ben's Brigade Committee (Brady Golinski) reported attendance of approximately 20 at Pints with Principals with all three Principals attending. Next event is on November 20th.
10. Bulletin Board Committee (Anna Larson) noted Thankfulness bulletin board is completed and recognized the Veterans Day board completed by CEC.
11. Virtues Committee (Kit Ansay) reported that at this time she is working on virtues and recognition programs but nothing to report at this meeting.
12. Spirit Wear Committee (Gen Townsend) reported store is open and will remain open until November 18. Shared that they supported CEC with their Veteran's Day shirts, but not as the PTO.

Walk-On Agenda Item – Mother–Son Event Vanessa Wilson in Lieu of Emily Swanson

1. Planning in progress:
2. Sought out feedback for what moms want in the meeting and best day.
 - a. Saturday identified as preferred event day.
 - b. Initial projected cost recommendation is \$35 pending venue or activity confirmation.

Future Walk on Items:



Shelly Jonassen shared with the team if there are items that they want added that do not make the agenda to send to her and she will work to add them

Meeting Adjourned at 7:37 pm, next meeting will be December 8th at Old Blinking Light with a Holiday party to follow, please sign up to join.

Deliverables:

- Christiana Sparks to seek feedback on what the sales were last year for the Yearbooks at this point, for a reference point.
- Feedback for meeting flow and agenda to be sent to Shelly Jonassen.
- Katie Graham or Erica Reese to reach out to Lori Hafner for used uniform sales in the spring to coordinate an event.
- Feedback or ideas on Mother Son event please send to Emily Swanson.

Emilyswanson559@gmail.com

Attendance

Name	Role	Present Y/N
Christiana Sparks	BFA PTO President	Y
Andrea Flanigan	Vice-President	Y
Shannon Reddy	Treasurer	Y
Shelly Jonasen	Secretary	Y
Erin Wiley	Fundraising Coordinator	Y
Abby Jensen	Social Coordinator	N
Vanessa Wilson	Social Coordinator	Y
Alyssa Gale Freund	Room Parent Coordinators	Y
Cara Brzezici	Birthday Committee Chair	Y
Dana Smith	Restaurant/Spirit-Night Committee Chair	N
Lindy Busbee	Teacher Appreciation Committee Chair	Y
Katie Graham	Uniform Consignment Committee Chair	Y
Erica Reese	Uniform Consignment Committee Chair	Y
Kit Ansay	Virtues Awareness Committee Chair	Y
Shayla Riggan	Yearbook	Y
Lara Chatterton	Yearbook	Y
Sage Felux	Baking Committee Manager	N
Curtis Anderson	Ben's Brigade Co-Committee Manager	N
Brady Golinski	Ben's Brigade Co-Committee Manager	Y
Anna Larson	Bulletin Board Committee Manager	Y
Sara Dawson	Franklin Fest Committee Manager	N
Cat Cichon	Marketing Committee Manager - Flyers	Y
Briauna Smythe	Marketing Committee Manager - Newsletter	N
Anneke DelPiccolo	Rebate Committee Manager	Y
Jamie Kroese	Spirit Rock Committee Manager	Y
Gen Townsend	Spirit Wear Committee Manager	Y
Cassie Roberts	Sponsor Committee Manager	Y
Melinda Schmalzer	Sponsor Committee Manager	N
Emily Swanson	Spring Social Committee Manager	N
Chantel Greske	Sweetheart Ball Committee Manager	Y
Rebecca Mullenix	Teacher Gifting Program Committee Manager	Y
Devi Nallappan	Digital Co-Committee Manager-Web Page and Online Store	Y
Kelley Marie Paulson	Digital Co-Committee Manager-Social Media	Y
Raegan Hedlund	Welcoming Committee Manager	N
Trent Ongert	Board Liaison	Y