



# SBK8 PTO Meeting Minutes



**Date, Time & Location:** December 16th , 2025, 8:18 AM – 9:16 AM; Skybrooke K8 classroom

**Members in Attendance:** Dr. Boylan, Shayla Collins, Kyleen Klocke, Nina Danaie, Jessica Lane (via phone call), Raynee Meek, Kelly Noel

## **Approval of Previous Meeting Minutes:**

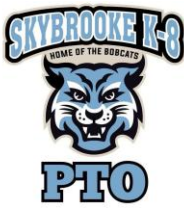
- Minutes from November 18th reviewed - Shayla made motion to approve minutes; Nina seconded

## **1. President Updates:**

- a. PTO President Shayla called the meeting to order, welcoming in-person and online attendees
- b. Staff holiday luncheon tomorrow (Carrabas)
- c. Staff Appreciation Week confirmed for first week of May
- d. Friday 12/19 staff pancake breakfast with PTO support
- e. Teacher's favorite things list has been updated
- f. School Transformation Event
  - i. National initiative: "Get your tech on" and "Walk your school week"
  - ii. Week-long space-themed transformation of entire school (Jan 20-23)
  - iii. Will connect with Literacy Week (following week)
  - iv. Star Lab will be on campus
  - v. Amazon wishlist created for needed supplies
  - vi. Sign-up genius available for volunteers:
  - vii. Friday night: Grade level hallways
  - viii. Saturday: Common areas and media center
  - ix. At-home DIY projects also available
  - x. Materials will be reusable for future classroom transformations
  - xi. \$1,000 approved from PTO funds to support the event
  - xii. Main coordinator: Mrs. Ramsey

## **2. PTO Treasurer Updates**

- a. Monthly treasurer's report
  - i. Current balance: \$60,339.73
  - ii. Includes \$19,000 earmarked for administration



## SBK8 PTO Meeting Minutes



- iii. Includes classroom portions from Snow Fest
  - iv. Recent income:
    - 1. \$1,000 in sponsorships
    - 2. \$50 from food truck fundraising
    - 3. \$2,375 from Dashing through the Snow Fest
  - v. Recent expenses:
    - 1. \$4,723.76 for Snow Fest
    - 2. \$57.87 for Veterans Day breakfast beverages
  - b. Playground shade fundraiser created on website (\$78,000 goal)
  - c. 501(c)(3) Designation Approval
    - i. The PTO received their 501(c)(3) tax-exempt status designation
    - ii. All donations are retroactively tax-deductible from the beginning of the year
    - iii. They can now accept corporate donations before year-end for tax purposes
  - d. Kyleen noted \$1,267 in unbudgeted proceeds from spirit wear and food trucks that could be allocated to new initiatives
  - e. Dashing Through the Snow Fest Recap
    - i. 781 tickets sold (89% attendance rate)
    - ii. 678 student family tickets, 103 staff family tickets
    - iii. Total income: \$8,327
    - iv. Total expenses: \$4,970.66
    - v. Profit: \$3,357
    - vi. School fundraising booths raised \$1,235 total
- 3. VP Family/Community Events Updates**
- a. Dashing Through the Snow Fest Results
    - i. The event included 24 holiday market booths, 11 school fundraising booths, four food trucks, and multiple entertainment options including mechanical reindeer and Santa photos.
  - b. VIP and Me Dance (Elementary):
    - i. Friday, February 6th, 6:30-8:00 PM
    - ii. For VPK-5th grade students
    - iii. \$20 per student-adult pair
    - iv. Masquerade ball theme



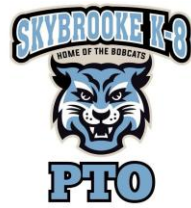
## SBK8 PTO Meeting Minutes



- v. Limited to 350 tickets (700 people)
  - c. Middle School Dance:
    - i. Friday, March 6th
    - ii. Denim and diamonds theme
    - iii. \$20 per student (includes food)
    - iv. Professional DJ, photo booth, activities
    - v. Parent chaperones needed; dropoff event
  - d. Dance Event Accessibility Discussion
    - i. Participants discussed creating donation opportunities for students who cannot afford dance tickets
    - ii. They will coordinate with the guidance counselor and social worker to identify students who might benefit
  - e. Volunteer Coordination Needs
    - i. Jess emphasized the need for more volunteer support for large-scale events
    - ii. She offers flexible volunteer opportunities including at-home crafting projects for those who cannot attend setup days
    - iii. The events team seeks parents willing to help with planning, setup, decoration, and day-of coordination
- 4. VP Fundraising Updates**
- a. Spring fundraiser - Color Run - Thursday, February 12th
    - i. Run through Fund Hub website (rental fee only, no percentage)
    - ii. Similar schedule to Megablast
    - iii. Will focus on classroom prizes rather than individual incentives
    - iv. Information flyers to be distributed after holiday break
  - b. Sponsorships:
    - i. 5 new sponsors since last meeting (45 total)
    - ii. New sponsors include
  - c. Spirit Wear:
    - i. All recent orders delivered
    - ii. Shop will reopen after holidays
    - iii. Special orders available upon request
- 5. VP Membership Updates**
- a. Current membership: 147 family memberships, 83 teacher/staff



## SBK8 PTO Meeting Minutes



- b. Microsoft Grant Approval
  - i. Stephanie secured a Microsoft grant providing access to Word, Excel, and Cloud Drive for PTO operations
  - ii. This will help with document management and transition planning when leadership roles change hands
6. **Old/New Business**
  - a. School Transformation Event
    - i. Shayla made motion to approve \$1,000 for school transformation event in January; Kyleen seconded
7. **Committees**
  - a. Staff Appreciation
    - i. Tomorrow's (12/17) holiday luncheon will feature Carrabas catering served from 11 AM to 2 PM
    - ii. PTO moms are providing a dessert table with two positions still needing volunteers
    - iii. They will conduct a Christmas raffle with twelve custom ornaments for staff.
8. **Meeting adjourned at 9:16 AM**
9. **Next Meeting - January 20th at 8:15 am - 9:15 am**