

PTCO Meeting Minutes

Black Forest Hill Elementary

Aug 22, 2025 9am



In Attendance:

Sumi Chai, Julia Villalobos, Julie Jochems, Ashley Flake, Seema Kana, Jeannette Bui-Kraft, Marylisa Cruz, Danielle Bartel Palmer, Jessica Dry, Lyn Johnson, Becca McLuskey, Emily Turnquist, Abbie Maras, Stevi Fields, Phyllis Mulenga, Nate Garrett, Johanna Burl

Call to Order: Sumi Chai

Board Members and Chairs in Attendance:

- Sumi Chai, Co-President
- Julia Villalobos, Co-President
- Julie Jochems, VP Communications
- Ashley Flake, Co-Treasurer
- Seema Kana, Secretary
- Jeannette Bui-Kraft, Events Committee Chair

Welcome and Introductions: Sumi Chai

- Exciting to see new and familiar faces at our first meeting

Old Business: Sumi Chai

- Approve Minutes from meeting on May 14, 2025 - motion to approve - Sumi/Jeanette
- Approve Minutes from Board Meeting July 2, 2025 - motion to approve - Sumi/Jeanette
- Outdoor education bid
 - So far has been a long process to get approval etc from District due to bond approvals (as District is working on improvement projects approved through bonds first)
 - If unable to continue in a timely manner, we may need to look at other projects instead
 - For now we will continue to continue to push on with the outdoor education space but may need to pivot if we do not see progress, as we need to try to use funds raised within the school year
 - Sumi has talked with Parent's Council and will continue to pursue but will need a decision soon on whether we can continue or not so that we can pivot to another project if needed

Bylaws/Budget/Financial Updates: Sumi/Julia

- Budgeting and allocation of funds:
 - Budget sent to Parent's Council for approval, anything wanting to be spent outside of the budget or over a certain amount must go for a community vote
 - Fun Run - fundraising for TA salaries (\$35,000) plus operating costs (grade level grants, field trip grants, etc.)
 - PTCO website (bfheptco.org) has information about what is going on (calendar of events), copy of bylaws, approval of budget, contact information, and more
 - Information about PTCO events sent out via Hootie's Newsletter, social media, flyers sent home with students, text messages
 - Goal is to use moneys raised during the same school year so that families benefit from money they have donated
- Curricular grants vs grade level grants (due by teachers October and March)
 - Curricular - whole school items - teaching items/tools, technology, books, etc
 - Grade level - enhance student experience - fidgets, seating, supplies, etc

- Book Fair - funds/book bucks go to the library to buy and repair books
- Adopt/Approve Bylaws for 25-26 - motion to approve: Sumi/Ashley
 - No changes made from last year
- Will postpone vote to approve Budget in order to give community chance to review (pending approval)

Calendars and Communications

- Major events and book fair set
- Some dates for smaller events may change but check flyers, texts, emails, Hooties, Social Media for details
- New date for Maker's Night with Mrs. Knowlton - Nov 18
- Room Parents Meeting - Sept 10
- Off-site Auction Night
 - Plan to have each grade create a basket to donate to auction (with help of Room Parents)
 - Spring date, looking at venues, etc
- Mr. Norris - Field Day May 15
 - This year would like to change a few things
 - Less competition, have the whole grade outside together and students can be with friends from their grade that might be in other classes vs staying with their classroom
 - Possibly include inflatables/obstacle course
 - Kona Ice and Food trucks for parents/students
 - Would need to put to community vote and add to budget as may cost \$5,000
 - Julia will get more details from Mr. Norris

Fun Run 2025 "Run Fest":

- School's largest Fundraiser of the year - to help with TA salaries, operational costs
- Kick off: Aug 25 - prizes announced during school wide assembly
- Event Date: Sept 18
 - Lots of communication to the community for this event - weekly goals reached, out of state donation announcements
 - Goal is \$55000 this year
 - Prizes geared towards experiences versus physical toys, etc
 - Will push Corporate matching this year
 - Move from 2 running times (am/pm) to just one running time per grade
 - Parents/famililes can come watch their student run

Other Items:

- Replacement of smart boards in classrooms will be done by the District with bond money
- Creating a closed off design/work space area (currently in the back of the library) - idea for using funds raised
- American Heart Association fundraising - Mr. Tullio would like the school to participate again this year to help this cause (in March, school led)
- BFHE website - Marylisa working updating and uploading staff favorites list

Community (Spirit) Nights

- Skate City: Sept 20 - open for BFHE only
- Cold Stone: Sept 24:
 - Teachers/Staff sign up for a time to serve ice cream
 - Class with most students attending receives an ice cream party at school from Cold Stone

Reminders:

- Next PTCO Meeting: Sept 17 at 5:30pm
- PTCO training with Parent's Council: Sept 24

Motion to Adjourn: Sumi Chai and Lyn Johnson