

**PTCO Meeting**  
**Black Forest Hills Elementary**  
**February 26, 2025 8:45am**

**In Attendance:**

1. Sumi Chai
2. Caitlin Doeden
3. Ashley Flake
4. Seema Kana
5. Julia Villalobos
6. Jeannette Bui-Kraft
7. Brandon Tullio
8. Kelly Bruetsch
9. Marylisa Cruz
10. Johanna Burl
11. Abbie Maras

**Meeting Minutes:**

- Call to order: Sumi Chai
- Board Members and Chairs in attendance
  - Sumi Chai, Co-President
  - Caitlin Doeden, Co-Treasurer
  - Ashley Flake, Co-Treasurer
  - Seema Kana, Secretary
  - Julia Villalobos, Events Committee Chair
  - Jeannette Bui-Kraft, Events Committee Chair

Old Business: Sumi Chai

- Approval of previous meeting minutes (January 15, 2025) - Sumi Chai, Jeannette Bui-Kraft

By-Law/Budget/Financial Updates: Sumi Chai

- TA's budgeted coverage paid out for next year
- Once quotes for Marquee/outdoor learning space are received, PTCO will send to community for voting

Principal Updates: Brandon Tullio

- In efforts to be transparent, Brandon shared STEM teacher position will not be filled
  - Ms. Knowlton has been incorporating STEM activities on Fridays and plans to attend STEM training sessions with the District
- There will likely be some movement of teachers for next year, more details to come in the coming weeks
- Brandon has reached out to the head groundsman for the district regarding quotes for the outdoor learning space; so far he has not received anything to say this could not be done but will need quotes; once he gets more information on quotes and placement, etc he will relay that information; he would like for staff to utilize the space effectively

Teacher Grants: Sumi Chai

- Grant requests since last meeting
  - New: Mr. Norris - requesting equipment such as cones and games for PE; roughly \$1100 - will approve
  - New: ILC is requesting funds for field trip to the Children's Museum; \$577 requested to cover admission for the students/ILC staff/Chaperones, and bus transportation - will approve

- 2nd grade - formal grant request to be submitted by teachers for their annual picture project - requesting \$350, once submitted will review for approval
- PreK - submitted Amazon wishlist for supplies and for caterpillar kits, once totaled, will review for approval
- Kinder - in process of submitting grant for Amazon wishlist items, once submitted will review for approval

Events updates: Sumi Chai

- Fun Run Movie Night for winners - AMC Southlands 2.22.25 - successful; winners and families had a great time
- Butter Braids for Fall: Earnings Check has been sent
- Winter Dance - Julia/Jeannette
  - Friday 2/28 from 5-7pm
  - Cosmetology/Barber schools will set up for kids to get hair, etc done
  - Pizza ordered, DJ, photobooth, cosmetology schools confirmed
  - Most volunteer spots filled
  - Photo booth - sponsored by Shannon Peitrus; confirmed and fee paid
  - Roughly 260 tickets sold so far, may be able to sell tickets at the door depending on availability
  - Sponsors - 1 yearly sponsor and 4 new sponsors will be setting up tables/booths
- Taste of Black Forest/Auction: Sumi
  - April 11 from 5 - 7pm
  - Jen Lopez successfully working with community/businesses to get items for donation for auction - thank you to Jen for taking this on
- Spirit Wear - finished selling for this school year; will be moving to online platform for next year for spirit wear and also for Staff gear - Jeannette working with vendor to get this ready for next school year
- Teacher Conferences March 3 and 4
  - Monday March 3 - Dions
  - Tuesday March 4 - Bad Daddy's Burgers
  - Desserts and drinks could be donated by parents
  - Thank you to Jen Lopez for taking on this task with success
- Staff Appreciation Week - May 5-9
  - 105 teachers/staff members
- Author visit - Abbie Maras
  - Possible free author (Danielle Laymann) for March 12 - could use library to set up for a few hours with her
- Book Fair - May 5-9
  - Sumi to check regarding tax exempt option for teachers purchasing items for classrooms
  - BOGO event

Legacy bricks - Marylisa reached out to vendor; due to need to install bricks via groundsman for district, we will no longer be selling legacy bricks; however any current bricks will be installed

Unicorn Day - Abbie will reach out to Ms. Julie Stonis

Fun Run fundraiser event alternatives discussed including moving event inside (indoor dance party/glow party); will first look at various options before deciding on pivoting to a different style of event

We will also look at alternative options in running the Holiday Shop with a committee

Community Nights/Events Updates:

- Chick-Fil-A: March 5 (all day)
- Buffalo Wild Wings: March 26 (all day)
- Kona Ice: April 2 and May 19 after school
- Urban Air: April 18 (4-8pm)
- Dion's: May 7 (5-8pm)
- Cold Stone: May 14 (4-8pm), similar set up to fall, teachers/staff can sign up to volunteer ice cream party at school for class with most students attending

Reminder: Next PTCO Meeting: March 12 at 8:45am; remainder of this school year's PTCO meetings will likely be in the morning at 8:45

**Adjournment:** Sumi Chai/Kelly Bruetsch