

**PTCO Meeting**  
**Black Forest Hills Elementary**  
**January 15, 2025 8:45am**

**In Attendance:**

1. Amy Hester
2. Sumi Chai
3. Caitlin Doeden
4. Ashley Flake
5. Julie Jochems
6. Seema Kana
7. Julia Villalobos
8. Jeannette Bui-Kraft
9. Brandon Tullio
10. Marylisa Cruz
11. Colleen Fuhrmann
12. Abbie Maras

**Meeting Minutes:**

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

Old Business: Amy Hester

- Approval of previous meeting minutes (December 11, 2024) - Amy Hester, Jeannette Bui-Kraft

By-Law/Budget/Financial Updates: Amy Hester/Sumi Chai/Ashley Flake

- Finalize budget for next year soon and send for community vote
- Suggestions for money allocation for next year/rollover funds with options for items to purchase
  - New Marquee outfront
  - Ask community for suggestions
  - Final budget will need to go for community vote
- Update BFHE website with items/field trips, etc. PTCO has funded this year

Principal Updates: Brandon Tullio

- Collaboration with American Heart Association has been finalized for February; details to be shared soon
  - Will need help with prize distribution and other things - Brandon will see what all is needed before creating a sign up
- Julia will be celebrated tonight at Gala - she is our Exceptional Volunteer! Congrats Julia!
- Brandon said state budget cuts likely - he is unsure what staffing numbers for next year will look like at this time, lower grades are primary focus with regards to lower class size; unsure about status of STEM teacher hiring

- First grade classroom collapse - new teacher was hired, however candidate backed out before start of second semester, another candidate was offered the position but did not accept; first grade teachers and Brandon/administration met and made decision to collapse from 4 to 3 classes, all are at/around 25 students per class
- Spirit Week - last week of January - School and Parliament led

#### Teacher Grants: Sumi Chai

- 2 additional grant requests since last meeting; one follow up
  - New: 5th grade requesting \$2958 for bus transportation/drivers for International Town field trip in the spring - \$2000 approved from PTCO and will come out of 5th grade allotted and approved grant money; remainder to be funded another way
  - New: ILC is requesting subscription for "Reading A-Z" program since district did not approve; however, Marylisa said this would still have to go through legal with the district but she will start the process to move through legal; if approved through the district as an approved program/learning tool, PTCO will cover the \$135 subscription fee - pending approval
  - Follow up - PBIS/SEL request for \$1000 for prizes - tabled until next school year; PTCO will look at adding to budget for next year and send to community vote
  - Suggestion to set a deadline for staff for items/programs/field trip expense requests prior to PTCO budget vote and approval

#### Events updates: Sumi Chai and Amy Hester

- Holiday shop updates
  - Amy to follow up regarding pick up of unsold items
- Butter Braids
  - Amy reached out to contact regarding final profit distribution, waiting to hear back
  - Final profit roughly \$900
  - Possible fundraiser for spring with Butter Braids or Butter Hearts
- Spirit Wear Fire Sale last week of January
  - Stuff as much as you can in a bag for \$15; sell out of STEM room after school Mon-Thurs and during Talent Show on Jan 29 (6-8pm)
- Winter Dance - Julia/Jeannette
  - Cosmetology/Barber school set up for kids to get hair, etc done; will be done on first come/first serve via sign up - one school is confirmed but working to get more confirmations
  - Glitter station and Temporary Tattoo station run by volunteers; both will stay open throughout the dance
  - Food: Pizza, popcorn, hot chocolate, water
  - Photo booth - sponsored by Shannon Peitrus; confirmed and fee paid
  - Tickets: includes dance, pizza slice, photo booth, water, popcorn, hot chocolate, temporary tattoo/glitter station; parents need to pay for tickets to attend - this is NOT a drop off event; gym capacity is 400
    - Preorder tickets for \$8 each or \$30 for 4
    - Day of - \$10 each
    - To be purchased via Square
  - DJ confirmed
  - Decor purchased
  - Sign up - will need 10 volunteers in addition to PTCO to help with stations

- Sponsors - emails have gone out to 2 sponsors that are in highest sponsorship tier regarding booth; Julia will send out email to other sponsors as well to see if there is interest
- Timeline for event/communication/planning reviewed with members (social media post, links in Hooties, texts to parents, sign ups, etc)
- Julie will reach out to district printing service to get paper fliers printed to send home with students the week before
- Taste of Black Forest/Auction: Jeannette/Julia
  - April 11 from 5 - 7pm
  - Sumi to confirm facilities approval
  - \$1000 budget
  - Dances, foods, etc representing different cultures
  - Idea - kids will get passports as they move through the event and receive a stamp at booths they visit
- Author visit - Amy Hester/Abbie Maras
  - No other schools have responded about partnering with BFHE to host author
  - Table until next year and allocate funds to circular grant to help with cost if able to (Parent's Council)
  - Explore options for free author for this year in the meantime
- Will send out an End of the Year survey to parents/community about suggestions for next year regarding community nights, events, food trucks they would like to see, etc.

Community Nights/Events Updates:

- Red Robin: Jan 22
- Noodles and Co: Feb 20
- Chick-Fil-A - March 5 all day starting at 6am

Parents in attendance asked about possibly doing something to memorialize a young student who passed away at the end of the school year last year; parent led with suggestion of speaking to Julie Stonis prior to organizing (ideas include a rock garden, dress in her favorite color)

Reminder: Next PTCO Meeting: Feb 26, 2025 at 6:30pm

**Adjournment:** Sumi Chai