

PTCO Meeting Minutes

Black Forest Hills Elementary

November 19, 2025 @ 5:30pm



In Attendance:

Sumi Chai, Julia Villalobos, Ashley Flake, Seema Kana, Julie Jochems, Brandon Tullio, Ellen Artz, Jen Lopez, Tessa Jones

Call to Order: Sumi Chai at 5:34 pm (second by Ashley Flake)

Board Members and Chairs in Attendance:

- Sumi Chai, Co-President
- Julia Villalobos, Co-President
- Ashley Flake, Co-Treasurer
- Seema Kana, Secretary
- Julie Jochems, VP Communications

Old Business: Sumi Chai

- Approve Minutes from October 29, 2025 meeting- motion to approve - Ellen Artz/Jen Lopez
- Outdoor education bid update
 - Brandon reached out to contractor to see how we can drive costs down; current plan/rendering would seat about 30 students, with teacher desk
 - With 2 shades removed and one desk seat removed, cost would be roughly \$65000
 - Lead time 4-6 weeks to start project if started close to winter break
 - Brandon will ask about log stump material composition, possibly changing teacher desk to picnic type table
 - Any leftover funds would have to go for community vote

Principal's Update: Brandon Tullio

- Two classified employees (non-teacher) to receive district All-Star Award; Brandon will announce recipients soon; 300 nominees, 30 selected, 2 are from BFHE

Bylaws/Budget/Financial Updates: Sumi Chai and Julia Villalobos

- Bylaws - Met with Parent's Council and updated bylaws based on their recommendations and requirements
 - Narrowed down positions to 1 President, 1 Treasurer, 1 Secretary at minimum (can have more positions but optional)
 - Replaced grade level grant with teacher grant while keeping curricular grant; all certified teachers can apply for teacher grant (teachers can use separately or combine as grade level); can also apply for curricular grants for other things that fall outside of teacher grants (Ex. soccer goals, etc)
- Grant requests
 - Kelly Bruetsch - grant request for Newsela submitted, cost is \$3500 per year, would need to go for community vote; Newsela is a supplemental website for non-fiction articles;

these articles can be adjusted based on child's reading level so that students are reading the same article but at different levels as needed; integrates with HMH

- Lori R - resubmitted curricular grant for gardening supplies - will postpone to spring

Upcoming Spirit Nights: Sumi/Julia

- Panda Express - Jan 14

Events Updates: Sumi/Julia

- Book Fair earnings about \$5400 - Fall funds typically go to library to buy books, repair books, etc
 - Share the Fair funds will be used to fill Holiday Baskets for BFHE families in need
- Maker's Night - not as many attendees as anticipated, push event more in future, will not have event in Spring
- Butter Braids - pick up Nov 21
- Staff Thankful Pies - Nov 25, sign up nearly filled
- Holiday Shop - Dec 15-18
 - 4 parent volunteers met with Julia, Sumi, and Seema to help plan, will need more volunteers to help run the shop, set up will be Dec 12
 - Lori R donating sunflower seeds as donation for free gift for all students
- Spring Auction - May 2
 - Jen Lopez and Ellen Artz are leading a committee to plan the event with Ashley as PTCO Liaison; they are in the early stages of planning

Reminders:

- Next PTCO Meeting: Dec 17 at 9am
- January PTCO meeting will include information about being part of PTCO

Open floor for Questions and Comments

Motion to Adjourn: Sumi Chai/Ellen Artz