

PTCO Meeting Minutes

Black Forest Hills Elementary

October 29, 2025 at 9:00am



In Attendance:

Sumi Chai, Julia Villalobos, Ashley Flake, Caitlin Doeden, Seema Kana, Jeannette Bui-Kraft, Brandon Tullio, Kelly Bruetsch, Marylisa Cruz, Emily Turnquist, Abbie Maras, Johanna Burl, Xana Coombs, Nichole Watson, Jen Lopez, Danielle Bartel Palmer

Call to Order: Sumi Chai

Board Members and Chairs in Attendance:

- Sumi Chai, Co-President
- Julia Villalobos, Co-President
- Ashley Flake, Co-Treasurer
- Caitlin Doeden, Co-Treasurer
- Seema Kana, Secretary
- Jeannette Bui-Kraft, Events Chair

Old Business: Sumi Chai

- Approve Minutes from meeting on Sept 17, 2025 - motion to approve - Sumi Chai/Emily Turnquist
- Outdoor education bid update
 - Latest quote is \$75000, line item sheet requested to get better idea of cost and where adjustments can be made to bring cost down
 - Pictures of rendering from district were sent
 - Company that constructs must be approved by the District
- Spirit Rock
 - Will continue to look for a donor to possibly donate a rock to the school where parents can pay to have it painted for students' birthdays etc.
 - Will send out email to community to see if anyone might have a connection

Principal's Update: Brandon Tullio

- Trunk or Treat was successful with a great turnout; thank you to those that came and those that volunteered
- Administration must be present during events
 - Volunteers, including PTCO members, do not have the responsibility of taking on administrative duties during events; community members may act as they see fit however administration is present to handle situations that may arise.
- Continue to remind parents that kids must be chaperoned during events
- Some concerns to be addressed for future events include:
 - Budget for security presense
 - Consider outside only Trunk or Treat festivities
 - Reach out to district about improving parking lot lighting/flood lights, keeping lights on later during evening events
- Teachers are working with Foundations coaches
- Goal to improve literacy rates at the school, across the district
- Suggestion made for administration to speak to community about literacy goals, various testing and assessments and what scores mean (i.e STAR) and how we can reach benchmarks

- Concern regarding speeding drivers at the back of the school during pickup/dropoff - will send out email about slowing down; and to recognize our crossing guards

Bylaws/Budget/Financial Updates: Sumi/Julia

- 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); edited and cleaned up verbiage
 - Revisions will be posted on PTCO website for community to review and comment
 - Will vote to adopt at next meeting
- Budget - update line item for grade level grants - change to teacher grants so that certified staff can request grants so it is equitable (would include ILC, GT, etc)
 - Once updated, will need to go for a community vote
- Grant requests
 - Newsela - requested by teachers, Kelly to submit grant request for yearly subscription (K-5 accessible)
 - 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

Upcoming Spirit Nights: Sumi/Julia

- Urban Air: Nov 7

Upcoming Events: Sumi/Julia

- Book Fair: Nov 3-6
 - Teachers were sent online wishlist for parents to purchase books for their classroom; bins with their choices will also be available
 - Share the Fair funds will be used to purchase books for Christmas/Holiday Drive families
- Butter Braids: Nov 3
- Winter Maker's Night with Mrs. Knowlton: Nov 18 5-7pm
- Thankful Pies for staff: Nov 25; Survey sent to staff about pie choice, sign up will go out to community soon
- Holiday Shop - received responses from a few volunteers to help run the shop the week of Dec 15; will be after school only similar to book fair set up; seeking zero profit

Other Items

- School will send out information regarding Thanksgiving Kits for families in need; may need volunteers to put baskets together with donated items
- CCSD food pantry available
- School will also send out information regarding Christmas/Holiday Drive to donate items to families at BFHE in need this holiday
- Reminder: Veteran's Day Celebration - Nov 13
- Cheyenne Mountain Zoo will be here Jan 15th since school met Fun Run Goal (students only)

Reminders:

- Next PTCO Meeting: Nov 19th at 5:30pm
- PTCO will be vacating after this school year (due to 2 year commitment being completed) - there are opportunities for all positions for next year

Open floor for Questions and Comments

Motion to Adjourn: Sumi/Kelly