

United PTO Meeting Agenda
Thursday, January 8th - 6:30 Meeting /Annual Meeting
United Library

A. Call to Order/Welcome/Introductions 6:30

In attendance- Seth, Kelsey, Becca, Elyse, Maggi, Kalista, Morgan, Chelsea

B. Approve December Meeting minutes (move to approve)

Motion: Kalista

Second: Seth

C. Treasurer's Report - Kelsey

Motion: Becca

Second: Maggi

D. Old Business

- Staff attendance at PTO meetings - Elyse and Kalista visited in December with our Building Leadership Team (BLT) about additional teacher/staff attendance at meetings. For some background information, our BLT is a group of 14 teachers who lead and coordinate activities and roll-out initiatives for United. Kalista is a member of our BLT as our "PTO Teacher Representative and 6th Grade Play Coordinator". This specific BLT position started at the beginning of the 2024-25 school year for the purpose of improving two-way communication between the "P" and "T" of PTO and to further engage United staff in PTO events. Since we started this position, we have seen a significant increase in United staff participation at family nights (including Trunk-or-Treat), Reading Month (an incredibly successful reading and fundraising event last year!), etc. This is Kalista's second year in this position. Kalista receives an additional monetary stipend for her on-going involvement and leadership as a teacher on PTO. For our 2026 February, March, and April meetings, Elyse and Kalista will do additional PTO meeting promotion (topics being discussed) and invitations to attend prior to each meeting. A teacher also had the idea that Kalista could send out meeting minutes/summary to our All Staff email group, so everyone who works at United can see the great work happening (sometimes behind the scenes) via PTO.
- Pool Party - We are booked for 8/21 6:15-8:05. We will do our own concessions.
- United Comets Care - Winter Gear Drive to restock. Kelsey will reach out to Nurse Samie on supplies, Chelsea will reach out to a donor for Comets Care fund.
- School Merchandise Company, switching to Game One from Carroll, IA, (Kyle) in January 2026. We will keep 1st Place Spiritwear until the end of the 2025-26 school year. (Two spiritwear businesses running January-May)
- 6th Grade T-Shirts - Ordered!

E. New Business

- Family Fun Night!
 - Friday Jan 30th, 6-8pm - no skating because skates will be here in Mid April
 - Food: Papa Johns' Pizza
 - Lemonade/water, chips, cookies and popcorn
 - Invite United Foundation
 - Sign Up Genius created to hosts - on PTO page
 - Activities:
 - Cake walk

- Ring Toss
- Balloon Animals
- Hungry Hippos
- Dance Party, glow sticks
- Karaoke
- We are looking for families to host activities, similar to hosting a Trunk at our annual fall Trunk-or-Treat! Contact Morgan Fleming at morganjoyfleming@gmail.com PTO if interested.
- Dog-Eared Books Book Fair/Texas Roadhouse flier “save the date”
- Maggi Butler and Rachel Anderson: Reading Month (February) Kick-off
 - Space-themed reading month- Magic School Bus theme reading minutes get us closer to the moon
 - Packets needed - Kelsey, Elyse, and Maggi have docs
 - Minute to win it games Becca - keepy uppy for pre-k balloons with stars on them
 - Popcorn, pizza party
 - Weekly prizes for turning in read-a-thon sheets
 - Texas Roadhouse will be providing 300 bookmarks for reading month (Morgan)
 - Train ride tickets
 - Staff coupons
- School Play - Kalista Update Friday, April 10th 6PM show with party following until 8:15pm- Elyse will coordinate with play rehearsal parent involvement
- McDonald’s Fundraiser - Spring date May 19th, 2026. Chelsea will reach out to Lisa in March.

Future Events to Keep in Mind:

- Our Spring Book Fair will be at Dog Eared Books the week before United Parent/Teacher Conferences. We will not have a Book Fair at school in the United Library during our Parent/Teacher Conference week.
 - March 3rd-7th 20% of proceeds back to United all week, check-out with United account
 - March 3rd, 2026 5-7pm There will be an in-store designated United family shopping night at Dog Eared Books
 - March 3rd, 2026 4-9pm Texas Roadhouse PTO “Dine and Donate” event
 - Dual-flier for Dog Eared Books and Texas Roadhouse
 - Dog Eared Books will do signage in-store and advertising via social media
 - Staff can fill out “shelf talkers” sheets and teacher-featured titles, which will be displayed at Dog Eared Books
 - 1 PTO table will be set-up at Dog Eared Books, 1 PTO table will be set-up at Texas Roadhouse
 - Sign-up Genius volunteers needed 4-9pm at Texas Roadhouse
 - Sign-up Genius 4-5 volunteers needed approximately 5-7pm at Dog Eared Books, Chelsea will confirm timing

F. Principals Report - Elyse

- “Caught being CARES” starts weekly on Fridays, next Friday 1/16
- Winter FAST (reading, math) assessments will be taking place at the end of January

G. Teacher Report - Kalista

- Covered earlier in meeting

H. Upcoming

- Family Fun Night Jan. 30th
- Reading Month Feb.

- Dog-Eared Books/Texas Roadhouse fundraiser

I. **Adjournment 7:11**

- Motion: Kalista
- Second:Seth