Bremen Elementary PTO Meeting April 2026 Agenda

Tuesday, April 28 · 4:30 – 5:30pm

Time zone: America/New_York

Google Meet joining info

Video call link: https://meet.google.com/hdj-zcdu-wis

Or dial: (US) +1 413-889-0405 PIN: 238 249 212#

A. Attendance/Welcome/Reports:

a. In Person - Heather Horsley, Sarah Broceus, Stephanie Householder, Emilee Lopez, Riley Montgomery, Roger Nott

b. Online - Tara Montgomery, Brianna Hoffman, Alexis Miller, Hannah Markwood

- Principal:
  - All testing is finished for the year
  - Field trips happening and have gone well so far.
  - Important dates
    - April 30th - State Testing MarioKart Reward (3rd grade)
    - April 30th - 4th grade music Program - 6PM
    - May 4th - 4th grade field trip.
    - May 5th - State Testing MarioKart Reward (4th grade)
    - May 7th - First grade Field Trip
    - May 8th - 4th grade band fittings (for middle school - students can still sign up if they have not already done so).
    - May 11th - RMS students visiting Bremen to read to students
    - May 12th, 4th grade students visit RMS
    - May 13th-15th - 3rd Grade Field Trips
    - May 13th - 15th - Camp Skeeter (2nd grade)
    - May 13th - Bank Day Party
    - May 18th - Senior Clap Out
    - May 19th - Field Day
- Treasurer:
  - Field trip payments up to date. Follow up with Andy regarding remaining trips/payments.
  - Spring breakfast club - budget $750, spent $900+ (up budget for next year).
  - Corsage check received and updated - $510.34 (Dance profit).
  - Current funds = $17,453.59 - Sarah Broceus accepts the treasury report, Tara Montgomery seconds.
- Secretary:
  - Website/minutes are up today

- Still need to look at bylaws - staff are not voting members. - Planning to look at this over the summer during the officer meeting.

- President: See agenda below

B. General updates/Old news:

i. Staff member of the week needs to be posted to facebook for the third 9 weeks.

1. Sarah to do this week.
2. Angel has $88 Left to spend (Check current check in mailbox).

C. Fundraisers/Events:

i. Field day - May 19th

1. Kona ice scheduled 11:30 - 3:00
2. Touched base with Ms Valesko.
    a. 1200 water balloons ordered. Enough for 3/student $48 (~380 kids, including preschool).
    b. Junior Honor Society will help run stations
    c. Reach out to Kona Ice for quote/availability.

ii. Right to Read Week - May 11th - 15th

1. Details and dates?
2. PTO budget = $750, $605 was last year's cost.
3. Tasty Freeze confirmed. Cost $2.25 per cone ($855 for 380 students) - Going on the 18th.
4. Approving $855 this year, revisit the budget/cost over the summer.

iii. Staff appreciation week - May 4th-8th

1. Drink bar all week
2. Monday - Grazin' station (remind 4th grade teachers to graze before their field trip).
3. Tuesday - Breakfast from the Pub
4. Wednesday - Taquitos Taco Truck
5. Thursday - BrewHauler (can order ahead of time)
6. Friday - Gift Day
7. Wishlist sent home. Paypal QR code valid, Amazon Wishlist link updated.
8. What are the kids doing?
    a. Monday - Color a picture/write a note to your favorite teacher
    b. Tuesday - Bring your teacher their favorite candy/snack
    c. Wednesday - Bring your teacher their favorite drink
    d. Thursday - Bring your teacher their most needed classroom supply
    e. Friday - Wear your favorite teacher's favorite color.
    f. Thanks TAYLOR HICKS for the Google form of teachers favorites.

g. Emails/flyers to go out this week.

iv. Farewell 4th grade

1. PTO to provide Middle School Survival Kit (Come to May meeting if you want to help pack).
2. Pool Party - 2 hours usually the last day of school but pool construction may impact this.
    a. Take up a collection for snacks (sign up genius) - 4th grade parents. (74ish students)
    b. Likely order pizza with leftover budget
    c. H. Maple to make a 4th grade banner (cost to come at the next meeting).
3. Mrs Burnworth is good to go for the program. Angel updated backdrop for photos
4. Clap out - 1:00ish on the last day.
    a. Students/Staff inside
    b. Parents/families outside

v. Officer nominations - Send email for officer nominations (Tara to make graphic to send, will send to PTO who will get it out to families).

President- Stephanie Householder

VP- Alexis Miller

Secretary- Heather Horsley

Treasurer- Emilee Lopez

D. Staff/Building needs:

a. Updated funds per grade level

i. Kindergarten -

1. Request sent (April Field Trip - Cost $6)
    a. Emilee wrote a check to cover the entire field trip cost ($414 total)
2. Backwards Boot Camp $286 budget.
3. One additional kindergarten tshirt purchased for a student that transferred in late $8
4. $120 (Teacher request leftover) - popcorn (Stephanie to get on Sunday) and cupcakes (Sarah to get tonight) left to get/be deducted.

ii. 1st -

1. reimbursed $30 to Mrs. Neal last meeting
2. covering $1 per kid for the upcoming field trip to ItWorks. Cost for PTO - $58
3. $112 leftover for field trip if needed.
4. How are we handling the money for this field trip?
    a. Check in with Mindy/Andy

iii. 2nd -

1. $3 per student = $231 FT (Andy sent invoice, Emilee mailed check)
2. $469 left in teacher requests after FT is paid for. 2nd grade would like to purchase white tshirts to tye-dye for each student for Camp Skeeter, 72 pudding cups for snack, 1 gallon of Elmer's glue, flat glass beads ($307). - Stephanie to order this evening
3. No other requests at the moment - $162 left

iv. 3rd -

1. Field Trip is free
2. Earth day tshirts for recycling poster winners. Will ship May 1st. Cost $86.55 (TBD - $92 was charged).
3. $200 FT, $359.70 teacher requests remain

v. 4th - $200 FT, $500 Teacher Requests

1. $148 will be spent for Cosi Trip plus culture fee ($36.60 waiting on two permission slips). May go up just a little bit (depends on chaperones). Stephanie to reach out in writing to see if they have any requests.
2. How are we paying for this field trip? Get with Andy about this.

Next Meeting: Tuesday May 19th 4:30pm Bremen Elementary Library

Motion to adjourn meeting: Emilee Lopez to adjourn, Tara Montgomery seconded