Bremen Elementary PTO Meeting December 2025 Agenda

Monday, December 8 · 4:30 – 5:30pm

Time zone: America/New_York

Google Meet joining info

Video call link: https://meet.google.com/cyf-riec-sgi

Or dial: (US) +1 415-851-1098 PIN: 847 245 855#

A. Attendance/Welcome/Reports: Heather Horsley, Sarah Borceus, Stephanie Householder, Emilee Lopez, Riley Montgomery, Hillary Conrad, Emily Shuttleworth, Alexis Miller, Taylor Hicks, Nicole Hobson, Hannah Markwood, Online (Jessie Malone, Audrey Blagg, and Mariah Hood)
   - Principal:
     - Falcon Slips (over 1000 have been handed out), Golden Eggs (Gratitude and honesty during November, Humility and creativity - December)
     - Falcon Leadership Lunches (Boys Grades 2-4 with Mr. Montgomery, Girls with Mrs. Menosky)
     - Parent/Teacher Conferences - Thank you for your participation Parents!
     - Student Music Programs Kindergarten/3rd Grade - great turn out!
     - Holiday Spirit Week - Next week - Flyers went home today
     - Holiday Parties -10:30 AM to 11:10, students attendance is not penalized if they leave after parties with parents.
     - Rick Burns is thankful for Mums - Would like to donate $1000 to PTO. PTO to purchase a Rockin' Rosie Bremen Christmas shirt to give to Rick.
   - Treasurer: Very busy month - Two big events in December - Looking at better tracking. Gift shop/Night at the North Pole expenses, deposits to be made - Sarah accepts, Hillary seconds.
   - Secretary: Deanna posted our October minutes, See them on Bremen Elementary PTO tab on school website.
   - President: Stephanie appreciates everyone's support and efforts in our December events.

B. General updates/Old news:
   i. Staff member of the week up to date. Thank you Angel! Sarah B. posted the first 9 weeks to facebook.
      1. At the end of the nine weeks, we will post again.
      2. Each week Angel gives them a gift and personalized message.
      3. Emilee just reimbursed Angel for a staff member of the week purchase.
   ii. Farm themed shirts complete. Profit check of $590.
      1. Check still to deposit.

C. Fundraisers/Events:
   i. Mum sale- Ice cream cups invoice from food services. $187.20. Emilee paid.
   ii. Breakfast Club - Oct. 15th & 16th

1. Invoice of $493.17 from food services. Emilee paid.
2. Donuts and coffee separate.

iii. Heavenly dips fundraiser-

1. 390 dips sold. Cash and checks deposited. Emilee mailed heavenly dips a check for $434. Total profit should be $1365 ($1315 due to $50 gift card purchased for the winner).
2. Top 3 sellers rewarded. 1st Millie Bigham 2nd Oakleigh Horsley 3rd Brooklynn Horn. $50 amazon card and $10 falcons nest card purchased. Oakleigh Horsley was given $25 visa gift card from heavenly dips.

iv. Fall movie night- 11/6 Charlotte's Web - 1 hr, 37 minutes run time. Sarah Broceus Chair

1. Huge success. Biggest turnout yet.
2. Gym opened for more space
3. Profit $157.26 (concessions)

v. Fall conferences- 11/20 & 11/24

1. Staff meal from Triple P's
    a. $450 30 staff members fed. Good review.
        i. Delivered to the school. Food was fresh.
2. Babysitting provided by Honor Society Volunteers
    a. Thursday was busy and chaotic. Monday was great. Might need more adult presence.
    b. More parents/kids attended on the first night of conferences, but it is hard to plan for how many students may be dropped off.
    c. We will still provide babysitting during conferences in the spring/fall.

vi. Grandparents day 12/4

1. PTO ordered 5 trays of cookies from Meijer. Sarah picked up.
    a. Needed napkins, 4 jugs of juice, 2 jugs of water, 300 4oz foam cups
    b. 1 jug of juice and a few cookies leftover.
2. Not chaotic, had enough space.

vii. NATNP-

1. NATNP flyers sent home and posted several times online.
2. Since on Saturday, we need to pay a janitor.
    a. Rex is going to be here with us.
3. Collecting raffle basket items today from teachers 12/8. Will add to them this week based on need. If we need to combine baskets, we will.
    a. PayPal was offered as an option this year to donate to the baskets instead of parents purchasing items on their own. Money will go to the actual class/basket.

4. Sponsors complete- $3510 Total + Gift Basket
    a. Niki to make a sponsor sign for the cafeteria. List sent
    b. Tax write-off available to give to sponsors
        i. Send the forms either by physical copy or via email by December 19th.
    c. Spotlight sponsors on FB. Heather has made for anyone $250 or higher and Sarah is posting.
    d. All sponsors will be listed on the sponsorship banners - (signs at the door & a larger sign in the cafeteria).
    e. After the event the sponsors will all be posted together on our FB page.
    f. Sponsorships cover the cost of the event and the activities/games. Whatever we make at the door will be profit. If super profitable this year, we will build on our success to make it even better next year.
5. Google sign up for adult volunteers posted online
    a. Separate google sign up for teen volunteers sent to NHS and Trent Johns. Sent to junior honor society today.
    b. We need volunteers Friday 4-7 to set everything up for Saturday, nothing will be disturbed & for the event/post-event on Saturday evening. We will gather all items after the event and organize the following week.
    c. Staff cannot handle money for the event, so those spots may need more support. (Concessions cashier, admission).
6. In house concessions
    a. Food service order placed. Emilee coordinating. Needs?
        i. Menu posted on facebook
        ii. Niki will come at 3 pm to start getting food cooked/racked.
        iii. Hillary volunteered to pick up pizza if needed.
        iv. Cheese cups this year - will go in the warmer.
        v. Adult PTO person to be a cashier
        vi. Hot chocolate to be served in cups with lids. Sarah to order another set of cups.
7. Rockin' Rosie to set up a spirit wear shop at 2:00 pm Saturday.
    a. Presale sold 76 shirts and counting. Delivered and sorted today - they will come home with students this week.
    b. We will receive 10% back on everything that sells during NATNP and the presale.
8. Friday set up 4-7. Saturday depends on what gets done on Friday evening.

    a. Steph to have a to-do list.
9. Riley to be our Christmas music guy.
10. Punch cards again $5 (low income students received free card sent home with students that day)
    a. Does not include concessions
    b. Ordered 400 of them ($40ish).
11. All games will be in the gym with exception to Plinko (will be set up in prize room)
12. Every game played earned 1 prize ticket. Extra prize ticket if you don't drop the balloon on the penguin waddle. Plinko in the prize room for a bonus ticket of 1, 3, 5.
    a. 1, 2, 5, 8, 10, 13 Ticket Prizes
13. Bingo will have separate prizes but everyone who plays will leave with a small candy or squishy.
    a. Find and test document camera- It has been found. Not tested yet.
    b. FMX the A/C for NATNP
    c. Adults call until three winners have been awarded, clear boards, start again.
14. Professional photo booth scheduled.
    a. Using our props
    b. All printed strips free
15. Email sent to Chad and Matt for hallway judging on 12/12.
    a. Winners get bragging rights and a little trophy that is passed to the next winner each year.
    b. Ballot will be ready after final updates from staff about decor.
16. Cutouts ordered from Meijer. Pick up Friday morning 12/12. We will have to split icing (need 390 of those).
17. Jaime McCandlish to make map to handout at door
18. Each family will get a map, punch cards, & goody bag at the door.
19. Set up a Smartboard for the backdrop in the grinch room.

Gift shop 12/15-12/18

20. Sign up sent to teachers
21. Split inventory directly down the middle. Mon/Tues are the same, Wed/Thurs are leftovers
22. Set up Sunday Dec 14th. Need to be let into school. Maybe Mrs. Hicks?
23. Volunteers needed 9-12 and 12-3
    a. 4 per time slot first two days
    b. 45 minute slots

24. Budget flyer for students sent home
    a. Up to parents to choose how they want money to be split up.
    b. Turn in to teachers at any time or drop off to office (due by Friday 12/12).
25. Alexis Miller chairing. Budget spent
    a. Emilee to write two checks for reimbursement
    b. Set up on Sunday for Monday
    c. Set up on Monday for Tuesday, then it is a free for all the rest of the week.

viii. PTO dances

1. Need theme - Send ideas to Steph
2. DJ sent a save the date - $300
3. Need to secure photographer - will reach out to the same photographer from last year. - Can purchase pictures.
4. Corsage boutonniere order form updated
5. Order cookies, punch, cups, and napkins
6. Block out friday 2/6 & 2/7 for set up and dance
    a. Girls 5:30-7, Boys 7:30 - 9:00
7. Honor Society works, fed pizza
8. Raffle items available

D. Staff/Building needs:
    a. Lamination ordered.
    b. First grade asking for $1 per student for a field trip to make the cost per student $5.
        i. Cost would roughly be $58.
        ii. Chaperones may be able to be covered by 1st grade FT funds.

E. Motion to adjourn: Taylor Hicks, Hillary Conrad

Next Meeting: Tuesday January 27th 4:30pm Bremen Elementary Library