**PTO Meeting Notes January 13th, 2025**

In attendance: Diane Thiegs, Gretchen Toussaint, Jennifer Yiangou, Molly Darsow, Allison Gilbert, Gururgan Rajagopal

1. **Executive Director Update**:
	* The semester is wrapping up well.
	* Coffee with the Director is scheduled for January 28, PTO will provide coffee
	* The Elementary Open House on January 7 had a good turnout (max capacity). 596 students on the list for fall 2026 interest.
	* The Executive Director will be attending the Planning Commission meeting this evening. City staff recommended that Woodbury City Council approve the plans for the new building. City Council vote on January 22. Full packet of plans for new building available on the City’s website under Planning Commission section
	* Winter formal scheduled for January 25.
	* Registration for fall 2026 will open in February with the course curriculum.
	* The next town hall is scheduled for February 4.
	* Black History Month event is scheduled for February 14.
2. **PTO Report and Recent Events**:
	* The conference potluck had low food sign-ups initially but ended with a large amount of food. Discussion of how to address this in the future.
	* Elementary Open House went well; more events like this to come. Discussion on how and when to engage parents interested in PTO involvement. Molly will send a thank-you note to people who signed up for PTO involvement.
	* First basket raffle sales exceeded expectations with over $600 in sales.
	* Holiday staff gift cards were provided to staff again this year.
	* Pizza Day volunteer sign-ups have been full but had some last-minute cancellations. Discussed adding a floater or backup volunteer in SignUp Genius to address cancellations.
	* Raptor system is now being used for volunteer sign-ins. Volunteers must swipe their driver’s license upon building entry.

1. **Treasurer Report:**
	* Pizza sales are not hitting the expected sales goal to date. Treasurer to adjust goal less $1000
	* The decision to shift “Restaurant night” $500 fundraising goal to “raffle sales” and refrain from restaurant nights this year
2. **Upcoming Events:**
	* Open House on January 21. Diane, Molly and Allison will represent PTO at the table.
	* Field and Skate Day on January 27. Molly will create an announcement and Facebook post soon. PTO will provide skates for up to 50 students to rent. Volunteers needed to help chaperone. Molly will recruit volunteers through word-of-mouth.
	* The potluck for conferences in February will be walking taco style. Jennifer will create the sign-up soon.
	* Date night theme for the next basket raffle in February. Raffle tickets for the basket raffle in February will be extended to friends and family of PTO students. Donations so far: Woodbury 10 Theater, Sweet Pea’s Floral, and Nothing Bundt Cakes.
	* Pi Day is on March 19. Sign up to come soon. Jennifer will create the sign-up.