**COLES PTO MEETING MINUTES**

APRIL 23rd, 2025

**In Attendance:**

President - Valerie Ryan

VP - Jessica Conway

Treasurer - Tracy Melfi

Secretary- Jeff Rightmyer

Staff Rep - Jennifer McLaughlin

Vice Principal - Jessica Bushey

Others: 3

Meeting called to order at  6:02pm

Approval of minutes from February meeting: *APPROVED*

**Treasurer:**

-Financial activity report to date from last meeting onward (March through April)

-Balance on hand: $21,209.27 (financial report will be posted on Coles website, PTO page)

-Consideration of setting up a bank account with automatic daily square transfers as a point of sale piece only (will consider for 2025-2026 school year)

**Staff Representative:**

-Asked percentage of Staff PTO Members (20 out of 49 total members)

-Asked if there is a deadline for reimbursement (June 1st deadline for all reimbursements, to allow time for processing)

-PTO Board mentioned that will deduct membership cost if not a member, and wish to submit for reimbursements

-Funds2Org Shoe Drive Update: Monday, April 28th, shoes will be picked-up

Collected 31 full bags of shoes

**President report (old business and new):**

-Shamrock and Roll and Red Robin Spirit Night went well.

-Spirit Wear Sale at heritage night, $704.00

-Spirit Wear Flyer sale, $102.50, 35 items sold

(Delivery expected - 1st or 2nd week of May)

-DHH based books purchased and donated to the library, 4 total. Looking to build on that.

Appreciation Events:

Transportation (April 21-25)

Administrative Appreciation (April 21-25)

Cafeteria Appreciation (April 28-May 2), determine what time is best for lunch

Teacher/Staff Appreciation:

  . Theme - Willy Wonka and the chocolate factory

      Gold Egg Hunt

      Golden Ticket Find

      Breakfast Galore , Panera (cost will be covered by PTO)

      Luncheon - Montclair Restaurant (cost will be covered by PTO)!

      Parent donations for popcorn, candy and prizes

5th grade – PTO will cover the cost of pizza and cupcakes (Rightmyer)

5th Grade Picnic date - June 6th at school (pizza)

Graduation Date - June 9th at school 6:30pm (cupcakes)

Nominations for 2025-2026 board members, now open. Will vote at next meeting.

Family Movie Night - Need a new date, as May 30th is Colgan Graduation, potential for May 23rd. 6:30pm start time. Will be in cafeteria. Equipment will be donated by local company.

Movie- “Elementals”.

Meeting Adjourned: 7:04pm