

# Zach PTO Meeting Minutes

## Wednesday, October 8, 2025

Meeting Called to Order: 12:03PM

### Attendees:

Lisa Ordonez, Angel Herrick, Brooke Walter, Heather DeFazio, Diana Rogers Jaeger, Greg Spalding, Justin Hill, Rocio Martinez, Rachel Schmelzle, Meisha Pon, Megan Clay

- 1) Introductions
  - a. All present introduced themselves and their children who attend Zach.
- 2) Approval of minutes from previous meeting
  - a. Meeting minutes approved.
- 3) Reports
  - a. Principal Report (Angel Herrick)
    - i. Outdoor classroom – met with district team member. Walked the grounds, bike racks have been moved. Additional \$3000 requested to add concrete for path to outdoor classroom (replacement to current path due to water drainage issue). Next Wednesday (starting after school is completed) through Friday pouring concrete and finishing Monday, October 20th. Tables are already here. Waiting on structure and whole project should be completed in the next few weeks.
      1. Diana asked about a ribbon cutting ceremony. Angel states this has been thought about but not set yet. Next week will discuss with outdoor classroom team to plan.
    - ii. Light/Construction – supposed to be installed this week, now moved to next week. Reached out to city engineer to provide a crossing guard for after school. This Thursday start installing signal heads and all should be operational by the end of next week. Will be sending out a crossing guard to help with safe crossing in the meantime after school hours when students leave clubs. Will send out a message to parents to utilize the new light so we can gain information on the proper timing of the light during drop off and pick up.
    - iii. Other business – Sent another email to the district to get our carpet replaced. Starting a book study on autism with staff members. Working on writing articulation. We are at 520 students in October – took some choice students and we had an increase in neighborhood kids registering. Overall, our school is doing great with such a large population!
      1. Meisha asked about impacts with the large student population – 2<sup>nd</sup> grade is the fullest grade level and would prefer for class sizes to be smaller. As a 4-track school, we are doing well with class sizes. We have a big intervention team and hired on more staff to support the increase. Resources have increased as well. Growing pains are getting staff in place and that the needs of our population are shifting which takes time to assess.

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- b. Teacher report (Mrs. Brooke Walter - 4th Grade, Mrs. Heather DeFazio- 1st Grade)
  - i. Fund Run is nearing the end, and the teachers are excited. Celebrating in classrooms and getting ready for Friday.
- c. Treasurer Report (Rocio Martinez)
  - i. Shared her screen with us to view the report for September.
  - ii. \$18,000 of revenue this month. All the money from Fund Run is not present yet. Revenue is from PTO donation checks and sponsorships. Also, from Back to School Bash.
  - iii. In October we will see the complete numbers once Fund Run is complete.
  - iv. Expenses – outdoor classroom, Back to School Bash and mini grants.
- 4) Standing Committees
  - a. FUNdRUN – Marie Austria and Diana Rogers Jaeger
    - i. Diana reported - 3<sup>rd</sup> year we have exceeded our goals. We are currently over \$80,000. Angel and some of the other teachers are going to be turned into human sundaes.
    - ii. Trophies this year for the class who raises the most money, K-2<sup>nd</sup> and 3<sup>rd</sup>-5<sup>th</sup>.
    - iii. 5<sup>th</sup> grade has earned their Color Run.
    - iv. We are continuing fund raising. Would like to purchase extra tables for outdoors. Selling name plaques that will go with the tables.
    - v. **Still looking for volunteers for the day of the Fund Run.**
  - b. Back to School Bash – Meisha Pon and Lauren Renfro
    - i. New Co-Chair is Lauren Renfro
    - ii. Meeting today for next year's dates and raising costs so PTO does not have to cover as much. September 11<sup>th</sup> is potential date for next year. Rain date for September 18<sup>th</sup> or 25<sup>th</sup>. Raising prices to \$15 per student/\$30 per family.
    - iii. Angel comments we don't know next year's calendar yet. When we know next year's calendar, we can be more helpful in selecting a date.
    - iv. Greg mentioned after all our fundraising this year maybe we won't need to raise the price for next year to keep costs low for families. Megan also agrees on keeping costs low, so families don't miss out.
  - c. Scholastic Book Fair – Rachel Schmelzle and Lisa Ordonez
    - i. Everything is on track. We have published the sign up in the school's newsletter and are looking for volunteers.
    - ii. Plan on sending out an email blast closer to the date to fill our volunteer needs.
  - d. Book Bowl – Lisa Ordoñez (on-going support), Sarah Goddard and Amanda Griffin (4<sup>th</sup>), Emily Thurn (3<sup>rd</sup>)
    - i. Things are running smoothly. Looking for suggestions to smooth out the sign-up process – we have a problem reconciling the Google form and the School Pay sign-ups.
      - 1. Rachel suggested adding a link for the Google form on School Pay.
      - Meisha suggested adding the School Pay link to the Google form.

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- e. Staff Appreciation – Megan Clay, Kristin Haberman
    - i. Coffee Cart the day of the Fund Run.
    - ii. Thank you to all parents for participating in our appreciation events so far!
  - f. Yearbook – Ali Black and Alin Arregui
    - i. Neither present. We have seen fliers going out asking for photos.
  - g. Library – Ali Black
    - i. Not present but seems to be going well.
  - h. Directory Committee – Elsie Pringle, Sarah Rechner
    - i. Draft has been approved. Should be getting ready to get distributed.
- 5) New Business
- a. Grants/Projects for funding
    - i. CBA Program – general supplies to get the program running. Zipper bags, lamination sheets, etc. \$151
      - 1. Will pause approval to see if general teacher supply fund can be used.
    - ii. 3<sup>rd</sup> grade – provide students with online spelling site, which has games to improve their skills. Rosemary Tholl said this is the best site to reach all their students' needs. \$225
      - 1. Approved
    - iii. 4<sup>th</sup> grade – Middle Ages festival. \$700
      - 1. Approved
    - iv. MTSS (Actor and Albrecht) - Different fidget toys to help with interventions that will help with student anxiety. \$139
      - 1. Approved
    - v. MTSS (Actor, Berling, Farmer, Nelson) - Take a team of 6 staff members to Denver for Literacy Conference. \$275 per teacher, \$95 for student (1 staff member classified as student) – total \$1470
      - 1. Approved
    - vi. Alyssa Johnson – CMEA in CO Springs. In process, working on the cost and a portion will be requested. Not all schools get to go; our school was nominated. (Money will be used to lessen the cost for the students.)
    - vii. Mrs. Fierro – scholarships for the Book Fair for low-income students to be able to attend and purchase books. 15 students, \$25 each – total \$375
      - 1. Approved.
  - b. Advanced Notice - **PTO Opportunities 2026-27: E-mail [zachpto@gmail.com](mailto:zachpto@gmail.com) if interested**
    - i. PTO President and Vice-President
    - ii. FUNdRUN positions (need 4 people)
      - 1. Diana asked to target the PTO volunteer list for finding people to join Fund Run. Can we see if we can target those folks to volunteer for Friday? Greg will send out email tonight.
    - iii. Book Bowl for 3<sup>rd</sup> Grade and one additional person for 4<sup>th</sup> next year.
- 6) Old Business
- a. None

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- 7) Final Questions
  - a. Justin Hill – asked if there is a way to get Friday forms and information online? He is currently missing information that comes home in his child's Friday folder.
    - i. Greg recommended reaching out to Angel regarding getting that information. Family memos, etc. are posted on our website. Rachel also recommended reaching out to his child's teacher which Justin said he will do.
- 8) Next Meeting - Virtual on 11/12/25; 12 pm
- 9) Adjourn: 1:09PM