



R.M. Captain PTO

**Captain PTO Meeting Minutes**  
**Thursday, March 6, 2025**  
**7:00 - 8:00 p.m.**  
**Online: Zoom**

1. Welcome / Introductions
  - a. Meeting began at 7:04pm
  - b. Attendees: Allyson Lavender, Lisa Sell, Karin Schute, Erin Knight, Clare Higgins Siegel, Jenny Wand, Rosalyn Luna, Mary Jane Ruff, Julia Drafahl, Jennifer Tillstrom, Kerith Lucco, Jamie Mangels, Katherine Clifton, Dan Lavender, Betsy Meyland-Smith, Cristina Malone, Andrew
2. Urgent Business
  - a. Approve minutes – motion by Betsy Meyland-Smith, second, approved
  - b. Approve lunch for staff during parent teacher conference week – motion by Rosalyn, second by Dan Lavender, approved
    - i. Budget downgraded from \$1200 to \$600
3. Principal's Update
  - a. Dr. Knight update
    - i. Dr. Knight has been coming to Captain to attend meetings about issues for next school year.
    - ii. It's going to be a great transition. She is communicating with staff across the building and is hiring for the next school year in collaboration with the HR staff.
    - iii. Dr. Knight is coming from Rockwood School District where she has worked for the last 14 years. Most recently, she has served as an Assistant Principal. Dr. Knight has a Clayton email address and would like to be included in future PTO communications.
  - b. Recognize Our Own
    - i. Dr. Patel and the Board of Education like to recognize staff for going above and beyond.
    - ii. Dr. Sell has recognized 6 staff members: Dr. Anthes, Crystal Taylor, Katie Burkard for their work on Character Strong; the evening custodians, Mr. Demetrius and Ms. Jasmine, for providing assistance to their co-custodian, Ms. Ashley, during a medical emergency that happened at the end of their night shift; and Deb Garbo, who is a Special School District employee, for giving a very warm welcome to a new student from Jerusalem by visiting

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- the student while vacationing in Jerusalem and coming to school on the student's first day at Captain to greet them.
- iii. Mr. Darrell has been staying later into the evening to help Mr. Demetrius and Ms. Jasmine while Ms. Ashley is recovering.
  - iv. The PTO has a condolences and retirement budget of \$500. There are people retiring this year and the PTO will need to think about whether it can or should be used to situations like Ms. Ashley's situation.
- c. Weekly teacher emails
    - i. Reminder to pay attention to the dates within the Captain's Log and teachers' emails, especially the testing dates that are coming up in April and May.
    - ii. NWEA testing will be in April and MAP testing will be in May.
    - iii. These three weeks of testing are crucial.
  - d. Black History Month recap
    - i. It came to a close at the end of February. The kids were very engaged with writing activities and classroom discussions. Everyone was learning about similar things of such an important nature.
  - e. Science Open Lab & Art Studio Open House update
    - i. This event has not been rescheduled yet, but it will likely occur in April.
    - ii. Ms. Hwande decided that it will be more meaningful to schedule the Science Open Lab when the current unit concludes. She will select a date and coordinate with Ms. Marquardt.
4. Fundraising & Event Report
- a. PTO Auction Party
    - i. Sold 140 tickets, \$43,000 in gross sales and \$36,000 in net profits
    - ii. Tickets to Sign Up Parties still available for purchase
      - 1. 5<sup>th</sup> grade party
      - 2. Yoga bunch
    - iii. Corporate matching
      - 1. Have raised further money through corporate matching.
      - 2. The PTO can share corporate matching info with anyone that is interested.
  - b. Garden Day (4/26)
    - i. Nick Renz is chairing the event.
    - ii. You do not have to have a green thumb to participate. There is something for every level of gardening.
    - iii. This is a family event for adults and kids.
  - c. Captain Night @ CITYPARK (5/4)
    - i. The game starts at 4pm, which is different than the fall game.
    - ii. The PTO will plan to find one location for everyone to sit together.
5. Treasurer's Report

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- a. Income for February: \$6500 from the auction (this is from ticket sales), \$10 for one Community Teams t-shirt, \$940 for the City 2 game from last fall, \$305 from the Pancake Breakfast, and \$0.32 in interest
  - b. Expenses for February: \$254 for the auction, \$109 for a community event (for lunch for the District grounds crew after they worked so hard to clean up the snow in January), also expenses from the Pancake Breakfast, the 1<sup>st</sup> grade field trip, Valentine's Day party reimbursements, science fair t-shirts, \$0.08 for taxes
  - c. The full Treasurer's report is available on the PTO Dashboard.
6. President's Report
- a. Lice Request
    - i. The PTO was asked to sponsor a school-wide lice check by Lice Busters. Allyson spoke to the owner about it. With elementary schools, parents have to opt in and opt out. Usually only about 50% opt in. Despite the owner saying that school-wide checks are not effective, Allyson had a conversation with Dr. Patel about it. The District did not support a school-wide check. One problem is that the District has not received an accurate report of the number of students that have had lice at Captain. The best line of defense is to be diligent in checking our kids' heads and talking to them about not sharing hats, etc. The District has lice kits that can be provided to parents. Reach out to Nurse Gail or Ms. Sell if you want a lice kit.
    - ii. The spray that they sell at Lice Busters helps and putting hair into a ponytail or braid helps to prevent the spread. Tea tree oil or shampoo is also a good solution.
  - b. School Supplies Kits
    - i. The co-presidents receive a lot of email soliciting school supplies kits. One company offered to send a sample. Allyson looked at the box and the items are very high quality. A teacher from each grade also looked at the kits.
    - ii. The kits can be customized by grade level. The company hires college students and has three people check the boxes. Wilson School also uses this company.
    - iii. In the poll sent to parents about whether they wanted the school supply kits, 33 yes votes were received. Few of those yes votes also voted for home delivery.
    - iv. It has to be either home delivery or school delivery, not both. We will do school delivery and the boxes would be ready for Meet the Teacher.
    - v. The PTO makes a small amount of money off of the school supply kits.
    - vi. The total price is similar to what it costs to buy all the items individually.
    - vii. At Dr. Sell's prior school, they used a similar service. It works very well.
    - viii. Question: Will there be a sponsorship opportunity through the school or PTO for families that need assistance buying supplies? Answer: That is a

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good question for Ms. Taylor. She'll know if there are families that needed assistance buying supplies in the past.

- ix. As far as timing, the kits need to be purchased before school starts. The orders need to be in by July 1.
- x. The price range is \$35-\$70 based on the current grade-level lists. Hopefully, the teachers will review the items in the kits as compared to the cost to determine whether the items are essential.
- c. District Update after PTO Council
  - i. Legislative Council
    - 1. This was established within the District to watch legislation in Jefferson City related to public schools.
    - 2. Current bills relate to open enrollment, tax proposals, and culture war-type issues.
  - i. Long Range Planning Report
    - 1. This project has been ongoing for one year.
    - 2. Paragon gave their final presentation with recommendations. The video of the presentation is on the District website.
    - 3. If they were to go with the Level 2 recommendations, it would be a \$90 million project. Funding would not even happen for at least a year.
- d. Teacher Breakfast and Fill the Fridge
  - i. Kindergarten and Third Grade Parent Reps (4/4)
- e. 2025-2026 PTO Board Members
  - i. Open positions: co-president, co-secretary, co-fundraising/events.
  - ii. If anyone has interest in these positions, please reach out.
  - iii. There are two people in each position to help share the work.
  - iv. There will be Grade Level Rep positions open too. The PTO is still trying to determine how many positions will be vacant and will solicit volunteers shortly.
- f. PTO Council Treasurer
  - i. The bylaws were changed because of difficulties filling the Council Treasurer position.
  - ii. Now, the Council Treasurer does not have to previously have held an Executive Board position at one of the schools. However, a financial background is necessary to serve as the Council Treasurer.

7. Comments/Questions

- a. None.

8. Next meeting: Online and in the Captain Library - Thursday, April 3 @ 6 p.m. - Budget Forum followed by PTO Meeting @ 7 p.m.

- a. The Budget Forum is in-person only because it is very interactive.
- b. The PTO meeting that follows will be hybrid (in-person and Zoom).

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9. Adjourn
  - a. Motion to adjourn, second.
  - b. Meeting ended at 7:59pm.

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