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Meeting Minutes
September 8, 2026

Opening
The regular meeting of the Alden Primary PTO was called to order at 6:30 PM on September 8, 2026 in the Alden Primary School library by Angela Moran.

Present
Angela Moran, Autumn Furmanek, Krysta Janis, Christine Gump, Kate Schrodt, Michelle Lanoye, Dawn Coppola-Ford, Craig Ford, Meghan Shanley, Sara Williams, Niki Franclemont, Arlynn Williams, Jill Lewis, Rebecca Quattrini

Treasurer's Report
As of August 31, 2026:
PTO Checking Account

- Total Bank Balance: **$7,788.48**
  - PTO Funds: **$689.52**
  - Primary Post/Book Barn: **$3,948.96**
  - Fun Nights/Field Day: **$3,150.00**

Old Business/ Summer Events
- PTO Banquet- The PTO Banquet was held June 23 at GDI's and received positive feedback from attendees.
- Third-Grade Doggie Dollars- Students entering third grade received $3 in Doggie Dollars for use at the Intermediate School store. Funds were provided to the Intermediate PTO for classroom distribution.
- Kindergarten Orientation- Denise distributed T-shirts to incoming kindergarten students. Remaining shirts will be provided to teachers for distribution, with notes identifying the students who have not yet received one.
- Grade- Level Playground Playdates- The PTO held summer playground playdates for each grade to provide an opportunity for students and families to meet. The playdates received positive feedback and will continue. A possible end-of-year sendoff for second-grade students was discussed.
- Supply Drop-Off- A new format consisting of 30 minutes in classrooms, followed by a 15 minute PTO presentation and Curriculum Carnival, was utilized. The PTO distributed paw print wrist bands to attendees. Difficulty hearing the presentation was reported at the Kindergarten Open House. A PA system was utilized for the first- and second- grade Open House the following evening and improved audibility. The PTO will plan to utilize a PA system for future open houses if a similar format is used.

- Volunteer Training- Volunteer training was held on August 27. Michelle Lanoye attended to distribute PTO information and speak with attendees. The training was well attended, with strong interest from volunteers across a range of grade levels. An additional evening training is being considered for late October, and virtual training options were discussed. Michelle is available to assist with future trainings.
- Curriculum Carnival- Curriculum Carnival volunteer turnout was limited. Scheduling conflicts, short notice, communication, and overlap with Intermediate School events were discussed as possible barriers. Volunteers were helpful in supporting teachers during the transition from classrooms to the carnival. Combining the Kindergarten and first-grade event, with second grade held separately later, as well as holding future carnivals in classrooms were suggested for consideration.

PTO Newsletter
The September newsletter will be distributed by email on September 9 and was provided to Denise for print distribution.

New Business
- Reimbursement Form- An updated reimbursement form was presented and will be provided to Denise for posting on the District website.
- Teacher Grant Application Form- An updated Teacher Grant Application Form was presented and will be provided to Denise for posting on the District website.
- PTO Directory- Directory submissions will be digital-only this year. A script has been added to identify returning families whose information remains unchanged from last year. The final digital directory is expected to be available the week of October 1 and will be provided to Denise for distribution. The Intermediate School is considering discontinuing its directory due to concerns regarding unwanted contact; the Primary PTO plans to continue its directory based on primarily positive and supportive feedback.
- Mum Sale- Paper orders for cash and check orders are due September 14, and the online store will remain open until 8:00 a.m. September 15. Online orders are processed through Zeffy. Online and paper orders will be consolidated into one order per child. Orders for members of the same family are typically grouped together for ease of pick up. Pickup will be September 23 at Alden Primary. Volunteers are needed throughout the day, particularly for unloading and sorting orders. An additional volunteer request will be shared.
- Fall Apparel Fundraiser- Krysta Janis created two designs for the fall apparel sale, which will use new vendor Artdog. Autumn will set up the online store through Zeffy. Pricing, products, and samples were reviewed. The sale is planned to begin October 1 and run for two weeks, with pickup at Alden Primary. If evening hours are offered during the Fall Book Fair, the group agreed to coordinate apparel pickup with the event if possible.
- Movie Night- Movie Night was held September 4 at the High School Auditorium. Attendees provided positive feedback. Turnout was lower than anticipated, possibly due to the holiday weekend.
- Remind to Band Transition- Remind is limited to 150 participants. After asking families no longer enrolled at Alden Primary to leave the group, membership was reduced to 143; however this is not considered a sustainable long-term solution. The PTO will transition to Band, which has no cost to the PTO and does not impose the same membership limitation. Sign-up information has been distributed through Remind, Facebook, and the PTO newsletter. Remind will be discontinued October 1.
- Square 1 Art- The Square 1 Art fundraiser has been set up.
- Primary Post/ Book Barn- The PTO is currently recruiting a volunteer to assist second-grade students with Primary Post/ Book Barn beginning in January. The position

will be needed approximately twice per month, with flexibility in scheduling, and requires completion of district volunteer training.

- Fall Book Fair- The Fall Book Fair will be held October 19-21 and coordinated by Nikki Marchewka. Volunteers are needed each day to operate the fair and assist students. Additional volunteer recruitment will be shared. The PTO will ask Mr. Stepnick about the possibility of an evening sale. Families with an existing eWallet from a previous year will need to transfer funds to a new wallet for the current school year.
- Fun Nights- The group discussed establishing consistent themes for each grade- level Fun Night to allow for reuse of materials, more efficient storage, and easier event planning for future volunteers. **A formal vote was held to keep each grade's Fun Night theme consistent year to year. The vote passed unanimously.** The group also discussed scheduling Fun Nights in descending grade order, beginning with second grade and ending with UPK. This allows additional time for younger students, particularly those in UPK and Kindergarten, time to mature and adjust to the school environment before their events.
    - Current theme plans include:
        - Second Grade: Carnival
        - First Grade: Camping/ Under the Stars
        - Kindergarten: Theme to be determined with input from the Kindergarten chair
        - UPK: Superheroes
    - Proposed dates are:
        - Second Grade: February 26, 2027
        - First Grade: March 12, 2027
        - Kindergarten: April 9, 2027
        - UPK: April 23, 2027

  Dates will be submitted to Denise for confirmation, and insurance requirements will be verified before finalization. Confirmed dates will be added to the PTO annual calendar. Niki Franclemont and Dawn Coppola-Ford volunteered for Second Grade Fun Night, Arlynn Williams volunteered for UPK Fun Night, First Grade chairing will be confirmed.
- Fall Fest- The PTO received positive feedback on last year's Fall Fest and plans to continue the event this year. Autumn contacted Kate's Country Cousins regarding approximately 420 pumpkins and is awaiting updated pricing; last year's cost was $600 for 400 pumpkins. Kate's Country Cousins will also provide hay bales, corn stalks, and gourds for the photo area.
- Teacher Appreciation- The group discussed incorporating a teacher appreciation treat with Fall Fest, with a caramel apple bar suggested. The possibility of obtaining pre-sliced apples through Food Service was discussed.The group also discussed continuing the post-Halloween grab-and-go teacher treat offered last year, which received positive feedback. A grab-and-go breakfast was suggested as an option.

Adjournment:
The meeting was adjourned at 7:30 PM by Angela Moran. The next meeting will be held at 6:30 PM on October 13, 2026, in the Alden Primary School Library.

Minutes Submitted by: Christine Gump, Alden Primary PTO Co-Secretary