



MINUTES

1) PTO Board Member Roll Call + Introductions – Jenna

Board member roll: Kim, Jenna, Charlie, Kathryn, Alison, Rebecca, Shafagh, Kate, Amanda, and Cara [Quorum Confirmed]

2) Approval of October 15th Meeting Minutes – Jenna

Motion to Approve: Amanda

Motion Second: Rebecca

Action: October 15th PTO Meeting Minutes Approved (unanimous)

3) Principal Update – Michele Hubbard [none provided]

4) Treasury Update

Charlie presented a “Health-O-Meter” for Incoming Funds Balance: A Health-O-Meter provided as a visual representation of the PTO’s annual budget compared with anticipated or confirmed expenditures. Budget is currently in the “yellow” - with enough funds for the next three months. Charlie and Amanda will consider posting a digital version on the website.

Other discussion items included:

- a) The PTO is grateful to the community for successful fundraising: Helping Hands Special Food Drive, PTO Thrift Day (10/25) and Schuler’s Days (10/26-11/1).
- b) Discussion of Set-Aside Funds: three budget categories are set-aside for dedicated/specific use cases, including: the Art Fund, garden grant and playground fund. PTO to plan fund spend-down over two meetings in 2026.

Action Item: PTO will create a rule for three existing set-aside funds and incoming use-specific funds setting a date by which funds must be spent or returned.

5) Thanksgiving Food Drive Discussion

Shafagh made recommendations to the PTO for encouraging donations to meet outstanding needs. Helping Hands is a giving budget that may be used to purchase needed items, if funds remain after the purchase of gift cards. PTO Board members clarified that the Equity fund is dedicated for programming, not giving. Shafagh will confirm any remaining gap in coverage for food and holiday needs, and provide county and district resource sheets for the newsletter.

6) Holiday Teacher + Staff Gifts Policy Discussion

Alison presented two options for teacher and staff holiday season appreciation gifts:

1. A “whole-pot” option – PTO would collect funds for teachers and staff through one collection option, divide amongst all staff.
2. A “hybrid” option – PTO would collect staff funds and divide evenly amongst staff based on full- and part-time, and room parents will collect separately for each classroom teacher.

The board discussed and selected the “hybrid option” and committed to getting information on the staff collection out to the community quickly to provide a longer period to contribute.

7) Upcoming Events [[PTO Event Calendar](#)]

Rebecca provided updates on planning for the Scholastic Book Fair (11/17 - 11/21). Winter/Spring event planning is kicking off, next up is Decade Dance. Steve noted that he is exploring take-out “Dine to Donate” options and is open to suggestions.

8) PTOC Update

Kate provided an update on the Data Walk (held 10/16). Charlie and Kate attended for our PTO, and participated in exercises to collect data/input from AAPS PTOs - including, information on what PTOs do each year, whether the PTO reflects the make-up of communities, spending across PTOs, and whether/how parents feel included in PTO. Another Data Walk event in the Spring.

9) Phone-Free Schools Petition

Kim summarized a “Phone-Free Schools” petition circulating the AAPS community, for which some schools are holding book readings of “The Anxious Generation” on the impacts of cell phones on kids’ ability to focus on school. The petition requests a district-wide policy for “first-to-last-bell” cell-phone policy. The PTO discussed options for if/how PTO makes the Eberwhite community aware of petition; Kathryn and Rebecca will follow-up with Kim on next steps.

10) Open Discussion + Questions

Jenna opened the meeting up to questions or other items from the board or community. No items were discussed. Kim motioned to close the meeting, Rebecca seconded.

11) Next Meeting: January 14, 2026