

## Pending Approval at Opening PTO Meeting of 2026

May 20, 2026

PTO Meeting Agenda/Minutes

In person Meeting

In attendance: Tiffany Walther, Katie Dobbie, Sara Hammerschmidt, Lindsey Kerkez, Ann Lin, Koren Clinkscale, Shital Patel, Missy Plegue, Buffy Beattie, Harini Sundararaghavan, Nav Chemma, Jessi Kishiyama, Liz Arnkoff, Kyle Walther, Susin Tang, Emily Mashal, Diana Shah, Lisa Arnsdorf, Whitney Wilkes-Krier Joann Alagarathan, Erin Hill

Called to order: 6: 04 pm

1. Welcome: This is our required annual meeting! The purpose is to convene and to discuss the election of board members for next year. The board serves through the end of June.
2. Minutes - Reviewed previous meeting's minutes
  - a. Motion to approve minutes: Tiffany Walther
  - b. Seconded: Erin Hill
  - c. Vote: Approved
3. Principal Report - Mrs. Koren Clinkscale - We are wrapping up the year! We only have 14 days left. Ice cream social is coming up. A lot of 5th grade activities, 5th grade promotion and clap out on the last day of school. . Teachers are focusing on end of year events and 5th grade graduation. Please be respectful when parking in the neighborhood. Also, please do not come in the exit, but only the entrance. Report cards coming home on June 9th. Device collection- all devices need to be left at school on May 28th. Also, we have King kick off tentatively scheduled for August 26, 2026. Field trips coming up for some grades. We received a letter from the Clague PTSO regarding the final PTSO Meeting on June 3rd meeting. Alison Emmitt was wonderful for teacher appreciation week and did an amazing job. Mrs. Clinkscale then thanked the current PTO for all their hard work over the past several years and how much she really appreciated them and their hard work and dedication to the school, teachers, and students.
4. Teacher Report - Mrs. Shah/Mrs. Berger - Thank you for meals and thoughtfulness for teacher appreciation week. Alison Emmitt did an amazing job. Also, 5th grade has a lot going on and is so thankful for PTO support. Also, 5th grade end of school activities: Farmers market, pool, and Henry Ford plant tour. Kindergarten end of year celebrations is June 1st and all the Kindergarten teachers shared their appreciation for the pto

support. Teachers thank PTO support for all the support this year. Teachers are excited for the next coffee truck day on June 8th.

5. Treasurer Report - Sara Hammerschmidt/Lindsey Kerkez

First highlight that we have some really easy ways to donate to the PTO: Link your Buschs and Kroger grocery accounts (Lindsey to point out Busch's revenue - ~\$100 per person who registers their card), we have opportunities for employer match, and there are several ways to donate to our general fund - check, cash, venmo, and CheddarUp.

Not expecting substantially more in terms of income, at almost \$69k currently. \$12k gap from book fair, general fund primarily. We were a bit under in some buckets and over in others

Based on this and just the general experience of the majority of this board over the past 4-5 years, we are comfortable keeping our checking account balance between \$60-80k primarily because of many unforeseen things that come up each year. We feel that this balance range is a good place for a school of this size to have. We budgeted to a loss for at least the past 5 years, which we were able to do because of the balance at that time; that balance has since been reduced.

Budgeted to a \$28k loss - the biggest loss we have budgeted to due to the bank account balance at the end of last year and we felt comfortable increasing expenses in this way due to that balance.

This year, we budgeted to an \$80k income target - this was just increased from \$78k due to a \$2k grant pass through which is also now budgeted in expenses. And a large component of that \$80k target is a \$10k assumption for the PTO general fund - and as I just highlighted on the last slide, we are significantly short of the \$10k goal which is the majority of the shortfall shown on this chart.

Events and fundraisers, we still have our biggest fundraiser of the year, Silent Auction, coming up next week and our budgeted book fair income which should bring the income up significantly. And just to note that book fair not specifically a revenue generator but we do have a revenue goal and an expense goal

So a main point here is that if we spend everything we expect to spend, and don't hit our income targets, we could have an even larger budget deficit that we projected in the approved budget, which again was a \$28k deficit

Expenses, currently at almost \$83k spent. Estimating spending another \$9-10k from field trips, mini grants, innovation grants, end of year celebrations

Book fair expenses were about \$2.5k under budgeted amount, \$3k not spent on a new learning garden fence, various committees were under budget which adds up to a few thousand more not spent

We budgeted to a \$29,000 loss this year, we are likely to come in \$22-23,000 loss. Our current bank balance is just under \$80k

Next year - we have a draft budget that Lindsey got started, we're making adjustments

based on this years actual income and spending, and we'll be sharing that with the new board to finalize and approve in the fall.

Mini grants - \$25 per student, school supplies, refreshing class needs, innovation grants  
Events and fundraisers - the expense line for book fair, which is essentially paying scholastic for the books, is about half of what is left to spend.

Teachers and staff includes staff appreciation, homework folders, 4th grade recorders, principal discretionary fund, recess fund, and external grants  
School community, the biggest line item is school community support and we are planning King Gear and Spring Break gift cards for our in need families.  
Also, Community donations - CAN, \$500 Finally, Misc is \$1,000 just for anything small unforeseen, uncategorized expenses that may come up, like this year we bought a chair for Tracy. This line item has been here for years. PTO ops - fees for platforms, accountant, KingCare, general operations

Note that We track Seed Money and 5th grade camp separately

## 6. Committee Reports -

- a. Silent Auction -
  - i. Board shared pictures from recent Silent Auction events
  - ii. 2027 Silent Auction planning meeting coming up on June 3rd from 6-8 pm
  - iii. Scan flyer to rsvp
  - iv. And also fill out the survey for ideas for next year
- b. Ice Cream Social - Emily Mashal - May 28th 4:30 - 7
- c. Restaurant Nights - Erin Hill -
  - i. Trivia Night was so much fun! - winning team donated their winnings \$300 to buy RBG books for all King classrooms
- d. Science Olympiad - Nicole Bhave - Thank you to the leads especially Nicole Bhave who is stepping down after this year.
- e. Field Day Frenzy - Dana Rosselot/Lisa Arnsdorf - kids had a lot of fun and enjoyed popsicles even though it was a super cold day.
- f. Teacher Appreciation - Alison did an amazing job! We feed the teachers all year round as well.

## 7. PTO Board Ballot for next school year:

Lisa Arnsdorf - President

Harini Sundararaghavan - Vice President

Sara Hammerschmidt and Shital Patel, co-treasurers

Buffy Beattie, Secretary

Vote: Approved (majority voted yes)

8. Addressing Questions: Emily Mashal - can we create a QR code for Busch's to sign up for their rewards to the school program. Sara will work with Emily Mashal on this idea.  
Liz Arnkoff - can we do something special for the teachers that are retiring that we don't necessarily know they are retiring (Mrs. Clinkscale will look into it).
9. Old Business:
10. New Business:
11. Meeting Adjournment: 6:32 pm
12. Motion to adjourn: Tiffany Walther
13. Seconded: Ann Lin