

Franklin/Randall PTO Meeting Minutes

Date: November, 2025 5:00pm – 5:40pm

Location: Franklin Elementary School Library and Google Meet

Topic	Duration	Speaker	Time End
Approve October Minutes	5 min	Susannah	5:05
Principal Updates	10 min	John/Emily	5:15
Grants Program update	5 min	Soumya	5:20
Fall Fundraiser update	5 min	Sarah	5:25
Craft Club	5 min	Caitlin/Lisa/Soumya	5:30

1. Approval of September Minutes

- Approved
 - Q: Is there a list of our current officers?
 - A: Yes, it's on our PTO website

2. Principal Updates

Franklin (Emily Powers):

- Recently, thanks to a parent in the community, both schools coordinated impromptu food drive, it was amazing and inspiring. Parent reached out and made a small idea become a reality. Franklin able to provide food for 25 families.
- Rolled out individual falcon feathers, students can earn individual falcon feathers (new starting this year) and golden falcons can be earned for group/community/class.
 - Q: What can they exchange the little tickets for?
 - A: Each classroom has 100s charts to hold individual tickets, 100 small feathers = 1 golden falcon for the class and earns the class a class celebration. The class can earn pajama days or stuffy days. Children are very proud to earn and show off tiny small pieces of paper (feathers), it means a lot to them. Students love to share how they earned the falcon feather. Staff/teachers give the feathers out.

Randall (John Wallace):

Raccoon Rally fundraiser

- Raccoon Rally fundraiser was incredibly successful!
- 5th graders went to Wraight middle school recently

- Elixir of Love Opera performed at the school
 - A couple new staff members:
 - Behavioral Resource Assistant – Reese
 - New Special Education Assistant – Aaron Brown, he was a previous staff member
 - Parent/Teacher conferences completed recently
 - Professional Development for teachers and staff, focus is to review how we are doing with school improvement plans
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3. Grants Program update (Soumya)

- Have 1 application submitted
- Videos have gone out to principals and posted in social media
- Craft club received a grant a few years ago, applied last year and was not selected based on grant funding guidelines (no consecutive year funding) The club coordinator reached out to ask if they should apply for a grant? See section 5 in these notes for more details on this topic. Potential options
 - She can apply and it may or may not be
 - PTO can pay from discretionary fund
 - Ask families to pay \$10 to participate and some families gave extra to cover all interested kids

Action Items:

- Continue to promote grant applications and grant program
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4. Fall Fundraiser update (Sarah)

- \$1100 raised to date, the goal is \$12000. We are tracking behind progress when compared to previous years.
- Delayed communications to not coincide with the Fun Run event at Franklin
- Flyer will go out in folders this Friday 11/14/25
- Will then do another flyer for both Franklin and Randall (2nd push, will stagger these)
- Will asked to get pushed to top of newsletter for the next couple of cycles
- For newsletter – change the content so it's not the exact same content
- Can also send something out outside of the newsletter
- Last year, sent out flyers 5 times and included the thermometer
- Consider status updates (Example – Fun run), will learn from Julie on what the approach is on Parent Square
- Side note: Caitlin learned that Leopold's PTO is using the Parent Square that schools are using
- Lisa shared that paper seems to get more action
- Campaign closes on December 31st but can donate all year

Action Items:

- Send out flyers (multiple times)
 - Get in newsletter cycle and switch up the content and graphics
 - Consider a status image (thermometer)
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5. **Craft Club** (Caitlin/Lisa/Soumya)

- Craft club received a grant a few years ago, applied last year and was not selected based on grant funding guidelines (no consecutive year funding) The club coordinator reached out to ask if they should apply for a grant? Here are some potential options.
 - She can apply and it may or may not be
 - PTO can pay from discretionary fund
 - Ask families to pay \$10 to participate and some families gave extra to cover all interested kids
- Knitting/textile club is the only standing club currently requesting PTO funds.
- Club history: funded year 1; not grant-funded year 2 (parents covered costs); unclear funding path for year 3.
- Funding the club this year would result in a \$500 additional PTO fund deficit (primarily for yarn).
- Allowing funding may set a precedent for PTO-funded clubs.
- Club sponsor needs clarity; planning is difficult without predictable funding.
- Yarn donations may be possible; Textile Art Center may also donate supplies.
- Equity consideration: some students may need transportation support (can be covered by Social Justice Fund).
- Concern about fairness with grants: new ideas go through a process, but returning clubs request funds informally.
- Option to ask parents for suggested donations with PTO contributing partially.

Decisions Needed

1. **PTO stance on funding clubs**
 - Does PTO support startup and ongoing costs?
 - Should club funding be prioritized within overall PTO budget?
2. **Should clubs be self-sustaining?**
 - Or should they apply annually for PTO grants (which may require adjusting grant guidelines)?
3. **Funding model for this club**

Action Items

- Caitlin: Contact the club sponsor and get list of specific materials and quantities needed
 - Jennie: Contact the Textile Art Center to confirm whether they can commit to donating supplies and request a detailed materials list.
 - PTO Board: Discuss and define a clear policy on PTO funding for clubs.
 - PTO Grants Committee (if needed): Review and revise grant guidelines if clubs will apply annually.
 - Club leaders/PTO: Explore and communicate options for yarn donations and/or suggested parent contributions.
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✓ ACTION ITEM SUMMARY

General / Grants Program

- **PTO Team:** Continue to promote grant applications and the overall grant program.

Fall Fundraiser

- **Sarah / Fundraiser Team:**
 - Send out fundraiser flyers multiple times (first on 11/14, then staggered for Franklin & Randall).
 - Add fundraiser reminders to upcoming newsletter cycles and vary the content/graphics.
 - Consider adding a status-tracking image (e.g., thermometer).
 - Explore options to send updates outside the newsletter.
 - Learn from Julie about Fun Run update approaches on ParentSquare.

Craft / Knitting-Textile Club

- **Caitlin:** Contact the club sponsor for a detailed list of materials and quantities.
- **Jennie:** Reach out to the Textile Art Center to confirm donation support and request a detailed materials list.
- **PTO Board:** Discuss and define a clear PTO policy on funding clubs (startup costs, ongoing costs, precedent-setting).
- **PTO Grants Committee:** Review and revise grant guidelines if clubs are expected to apply annually.
- **Club Leaders & PTO:** Explore yarn donation options and/or suggested parent contributions.

December PTO Meeting

- **PTO Team:** Take photos and video during the December meeting to use for future PTO promotion.
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