

## **Minutes of Discovery PTO Executive Board Meeting**

Date: May 12, 2025  
Location: Discovery Elementary School (Room 26)  
Meeting of Organization: Discovery Elementary School Parent-Teacher Organization (“**Discovery Elementary PTO**”), formed 12/5/1997  
Purpose of Meeting: Regular monthly meeting of the Executive Board of the Discovery Elementary PTO

### **PTO Executive Board (the “Board”) Present:**

Jennifer Crossett (President)  
Kathleen Hillenbrand (Treasurer)  
Dani Nazemian (Secretary)  
Kajal Vithalani (Co-Chairperson of Fundraising)  
Wendy Lindell (Co-Chairperson of Fundraising)  
Alexis Solis (Co-Chairperson of Special Events)  
Kristen Goodrich (Co-Chairperson of Special Events)  
Nicole Collins (Chairperson of Communications)

### **Others Present:**

Julie Morgan (Principal)  
Annette Gabriella (Music Teacher)  
Tina Leight-Roades (Photography Club; Yearbook)  
Stephanie Edwards (Incoming Co-Chairperson of Special Events)  
Brianna Filmore (Incoming Treasurer)

*Meeting called to order at 4:31 pm by Jennifer Crossett. Quorum was established.  
Dani Nazemian acted as Secretary.*

### **Group Discussion Topics**

#### 5th Grade Promotion (Jennifer Crossett)

Jennifer confirmed that Rusty has accepted the order for the 5<sup>th</sup> grades signs, as is. Jennifer will coordinate with Rusty to pick-up signs. Signs will be made available for pick-up by parents at the May 30<sup>th</sup> pep rally, as they will have long stakes, so cannot be sent home with students.

#### PAC Meeting (Jennifer Crossett)

Jennifer noted that a survey was recently distributed by the SMUSD requesting parent feedback regarding the SMUSD calendar for 2026-2027.

#### Request for Staff Fridge (Jennifer Crossett)

Jennifer read a letter prepared by Meghan McCloskey (Chairperson of Staff Relations), who could not attend the meeting. Meghan’s letter explained a request for the PTO to use remaining

Staff Appreciation Funds to purchase a fridge for the staff lounge, which would be labeled “PTO Fridge” and would also be a vending machine for teachers. Questions were asked, and discussion ensued.

#### Arts on the Green (Jennifer Crossett)

Jennifer summarized the status of AOG planning, noting that a link for the silent auction was shared school wide. Friday set-up will take place all day. Jennifer mentioned that adjustments are needed for food trucks, as one truck broke down and another is not returning phone calls. Kathleen and Jennifer discussed the number of cash boxes needed and the planned set up for ticket sales.

#### Fun Run (Jennifer Crossett)

Jennifer confirmed that the Foam Party is scheduled from 2-3 on May 23.

#### **Communications (Nicole Collins)**

Nicole and Jennifer led a discussion regarding whether to continue doing monthly newsletters next year. Wendy offered to help. The Board considered whether to move to quarterly or bimonthly newsletters. The Board determined to revisit this topic.

#### **Fundraising (Kajal Vithalani)**

Kajal mentioned that after AOG, the Board should start thinking about new corporate sponsors for next year. Kajal mentioned ideas regarding a different tiered system. The Board discussed potentially including yearbook ads as one incentive for current corporate sponsors, as well as ideas regarding Fall Festival candy booths as part of a renewal feature. The Board determined to revisit this topic.

#### **Treasurer Update (Kathleen Hillenbrand)**

Kathleen opened up the discussion regarding Meghan’s request for a PTO fridge. Kathleen noted that there was approximately \$2,000 left in the Staff Appreciation Week budget. Kathleen and Mrs. Morgan noted that the cost of a new fridge would be about \$700-900 for new fridge. District paperwork will need to be filled out before the purchase can be made. The Board discussed using Staff Appreciation Week donations to pay for snacks to stock the vending machine fridge. Questions were asked and discussed ensued.

**\*\*\*MOTION TO APPROVE SPENDING UP TO \$1,000 FOR FRIDGE FOR STAFF LOUNGE AND TO APPROVE USE OF SAW DONATIONS TO FUND SNACKS FOR NEXT YEAR; Brought by: Kathleen Hillenbrand; 2<sup>nd</sup>: Jennifer Crossett; motion passed unanimously.**

Kathleen provided an overview of (i) First grade’s request to use their grade level grant funds on headphones and (ii) Second grade’s request to use their grade level funds on white boards,

folders and Expo markers. Kathleen confirmed that all requests are for less than \$500 and that Mrs. Morgan has approved the requests.

**\*\*\*MOTION TO APPROVE FIRST AND SECOND GRADE LEVEL GRANT FUNDS; Brought by: Kathleen Hillenbrand; 2<sup>nd</sup>: Alexis Solis; motion passed unanimously.**

Kathleen next summarized the need to make changes to the PTO bank account to take Kathleen and Lana Mills off and add Jennifer and Brianna to the account.

**\*\*\*MOTION TO ADD BRIANA FILLMORE, INCOMING PTO TREASURER, AND JENNIFER CROSSETT, PTO PRESIDENT; AND TO REMOVE KATHLEEN HILLENBRAND, OUTGOING PTO TREASURER, AND ARLANA MILLS, FORMER PTO PRESIDENT, FROM THE PTO BANK ACCOUNT WITH US BANK; Brought by: Kathleen Hillenbrand; 2<sup>nd</sup>: Alexis Solis; motion passed unanimously.**

Kathleen then noted that she is working on an accounting policies list to document the PTO's accounting practices and to increase transparency. The goal is to post this on the website once final. Brianna will help Kathleen finish the document.

Kathleen discussed the state of the PTO budget and the desire to add a summary to the meeting minutes to ensure alignment. Below is the summary that was read at the meeting (the “*Budget Summary*”):

On April 15, 2025, the Board discussed the provisional budget for the PTO for 2025/26 school year. The Board conducted an email vote to approve the budget, which was confirmed by a unanimous vote (10 out of 10) on April 18, 2025, following a motion made by Kathleen and seconded by Dani. As long as the PTO meets fundraising goals by June 2025, this will become the budget for the coming school year.

The 2025/26 budget is set at \$195,404, which is \$11,379 less than the 2024/25 budget. Key budget changes (>\$200 change from prior year) include: Budget increase of \$1,000 for bookfairs, \$7,800 for MyOn student software, \$5,436 for STEAM salary, and \$1,641 for Intervention specialist salary. Budget decrease of -\$500 for student store (cancelled), -\$300 for pickleball (cancelled), -\$4,000 for assemblies (due to AR change), -\$400 for dances (reducing to 1 to fund ice cream socials), -\$1,000 to Steam night (rolled into AOG), -\$5,348 for Accelerated Reader software (district change to MyOn), -\$2,000 to Makerspace (aligned w/Makerspace teacher), -\$750 PTO operating expenses (tax savings, fee reduction), -\$1,800 principal recognition, -\$3,500 student leadership, -\$3,000 staff appreciation, and -\$3,000 field trips (consolidating with grade level budgets).

**\*\*\*MOTION TO INCLUDE BUDGET SUMMARY IN MINUTES; Brought by: Kathleen Hillenbrand; 2<sup>nd</sup>: Jennifer Crossett; motion passed unanimously.**

**Yearbook Update (Tina Leight-Roades)**

Tina confirmed that yearbooks are still being sold. Tina provided an update on yearbook staffing for next year and is still looking for photographers (6-7 adults) and anyone interested in marketing/sales.

#### **Teacher Update (Ms. Gabriella)**

Ms. Gabriella mentioned that students are working on their songs for AOG. The Board confirmed that we will help with signs to alert everyone regarding times for performances.

#### **Principal Update (Ms. Morgan)**

Mrs. Morgan provided an update on the new running digital marquee in the MPR that the school will be requesting through district funds (\$300). The goal is to display birthday messages on both indoor and outdoor marquees. The Board discussed doing this on a monthly basis, with a link added to the PTO website and payment through Pay Pal. The Board noted that there should be a checkbox to ensure that parents want their students' birthdays displayed on the outside marquee due to privacy concerns. More to come.

#### **Secretary (Dani Nazemian)**

Motion to approve the February, March and April General and Executive Board meeting minutes, in substantially the form circulated to the Board prior to the meeting, with any changes deemed necessary or appropriate by the Board.

**\*\*\*MOTION TO APPROVE MINUTES; Brought by: Dani Nazemian; 2<sup>nd</sup>: Kathleen Hillenbrand; motion passed unanimously.**

*Meeting adjourned at 5:24 pm by Jennifer Crossett.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dani Nazemian", written in a cursive style.

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Dani Nazemian  
Secretary