

PTO MEETING MINUTES

Date: 09.21.26 | **Time:** 8:00am | **Location:** Prospect School

Called to Order By: Desiree Steady & Samantha Baxter | **Secretary:** Kelly Trudeau

Attendance

Present: Desiree, Samantha, Kelly, Kat, Amber, Karen, Heather S.

Call In/Online Teams: Lauren

Absent: _____

Approval of Previous Minutes

☐ Approved ☐ Approved with Changes ☐ Tabled

Notes: Non-previously-this is our first PTO meeting

School Update

There is a new school store in the works where you can buy artwork, plants and more. More info to follow. (Sam to do advertisement)

Treasurer's Report (No fundraising has started.)

Beginning Balance: \$0

Income: _____

Expenses: _____

Ending Balance: \$0

Committee & Event Updates

October is Safety Awareness Month- we will be planning an event for the students to see, touch and feel Firetrucks, Ambulances and Police cars. We also hope to have a friendly K-9 on site. This is to help the students understand the importance of these vehicles and professions, so they are not scared. It will also show them, they are safe and there to help.

Event will take place on Wednesday, October 21st from 9am -10:15am for students only.

Fundraising Updates

Looking into Kissing Balls & Wreath Sales

Spirit ware is still ongoing for Prospect apparel

Old Business

1st meeting- no previous business

New Business

Heather Stark has accepted the position of Fundraising Chair

Return of Staff “Feel Good Meeting” and Staff of the Quarter (Amber will focus on this)

Focus on Move & Raver Student of the Month (Therapists will focus on this)

Stephanie or Amber to reach out to parents to see if they’d like to participate in the PTO.

Upcoming Events

Event	Date
Parent Teacher Conferences	10/7, 10/8 & 10/9 2:30pm-4pm
Safety Awareness Day	10/21 (9am-10:15am)
Fall Fest	TBD possibly 10/28
Santa Nick	12/15 (8:15am-10:15am)

Picture Day	2/10- All Day
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✓ Action Items

Task	Assigned To	Due Date
Call Pumpkin Patches for Fall Fest	Desiree	10/1
Call Project Life Saver & Deputy Lane	Desiree	10/1
Set up Life Plan/Tri County/Respite/FSS for PTC	Desiree	9/28
Set up PTO Table for PTC & schedule volunteers	Kelly	9/28
Set up stickers and flyers for PTO table	Sam	10/4
Call EMT/Fire	Heather	10/1
Call Village Police for K9	Sam	10/1
Find local farm for wreaths & kissing ball fundraiser	Kelly	10/1
Flyers for New School Store	Sam	10/15

💬 Open Forum

No comments or feedback give

Adjourned: 9:10am

Next PTO Meeting: Wednesday, October 21st, 8am, Prospect School, 2nd Floor

☀️ *Supporting Students • Empowering Teachers • Building Community* ☀️