

PTO MEETING MINUTES

Date: 10.21.26 | **Time:** 8:00am | **Location:** Prospect School

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

Attendance

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

Call In/Online Teams: Desi, Maddison

Absent: _____

School Update

Students are busy at work making items for the Holiday Sale coming up soon!

Treasurer's Report

We were able to sell all 50 mums for our fundraiser, adding \$400 to the account. (Notation for next year, order 100 as there was high demand and charge more.)

Committee & Event Updates

- Safety Awareness event was a success. Though no firetrucks showed up, we will know next year not to get Queensbury and try for someone else.
- Looking forward to having either a local school chorus or music concert at the school for the kids in December before the holidays.
- Resource Fair/Equipment Swap- Will take place on January 20th from 2pm – 6pm.
- Lauren has graciously offered to reach out to Guiding Eyes for the Blind and bring some puppies in for the day.

Fundraising Updates

Wreath Sales are in the works and have been ordered.

Spirit ware is still ongoing for Prospect apparel

Old Business

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)

Amber will reach out to Stephanie to see how her call to parents are going.

New Business

Resource Fair! Will be working on getting that set up for January as well as an equipment swap. This will be a child-friendly event!

Karen has generously donated ribbon for the wreaths. Wreaths will be dropped off on December 4th and decorated with ribbon the following week. Wreath order forms will go out and wreaths will be sent home the week of December 14th.

Staff Holiday Party December 18th. Flyers to go out to families who wish to donate to the staff for appreciation.

Spoke of possibly having a poll go out through Parent Square for Parents and Teachers who do want to participate in the PTO but cannot do so at 8am.

Upcoming Events

Event	Date
Fall Fest	10/28
Musical Concert	TBD 12/2,3,10 or 16
Santa Nick	12/15 (8:15am-10:15am)

Staff Holiday Party	12/18 (2:15p-4:15p)
Resource Fair	1/20 (2p-6p)
Picture Day	2/10- All Day

✅ Action Items

Task	Assigned To	Due Date
Get sizing and invoice for wreaths	Kelly	10/23
Find local schools for a chorus concert	Kelly	11/10
Set up Life Plan/Tri County/Respite/FSS for Resource Fair	Desiree	11/15
Guiding Eyes for the Blind event	Lauren	11/15
Flyer for Staff Appreciation & needing parent donations	Sam	11/15
Flyer for Equipment Swap at Resource Fair	Sam	12/15
Flyer for Holiday Wreaths	Sam	11/10

💬 Open Forum

No comments or feedback given

Adjourned: 8:55am

Next PTO Meeting: Wednesday, November 18th, 8am, Prospect School, 2nd Floor

☀️ Supporting Students • Empowering Teachers • Building Community ☀️