

AGENDA

Altoona Elementary PTA Meeting

February 9, 2026

Join Zoom

Meeting: <https://us06web.zoom.us/j/87632876602?pwd=blpiejUzOUoyMzRxSDZlXVXpBWUxEUT09>

Meeting ID: 876 3287 6602

Passcode: 119308

1. Call to order:
2. Welcome/Introductions- Mr. Miller, Kirby C, Tiffany C, Stephanie S, Ashley L, Jen, Amanda H, Corinne E, Abby M
3. Approve January minutes
 - a. First: Ashley L
 - b. Second: Corrine
 - c. Approved
4. Treasurer Report:
 - a. Approve Financials for January
 - i. First: Kirby
 - ii. Second: Tiffany
 - iii. Approved
 - b. Annual Audit Update
 - i. Everything appears to look good, copy of audit will be attached with next month's meeting email
5. Principal's Report
 - a. A huge thank you to everyone who donated time before and during golf and games in the halls. It was great to see so many families come out. It was a great event. We want to potentially partner with title 1 engagement night coming in the spring..
6. Staff Report
 - a. Nothing to report
7. Committee/Coordinator Reports
 - a. Membership- 57 members
 - b. Social Media- 238 followers on Facebook currently.

- c. Bylaws- Review current bylaws. Will need to submit for approval in 2026
 - i. Discussed revising the quorum number, and what that number should be. With lack of people attending meetings, there are times we do not have the 9 people required by the by laws to vote. Tabled for future meeting. Bylaws will need to be submitted by October 2026.
- d. Spirit Wear- Libby Adams- no new updates
- e. Hospitality- Libby Adams- planning for conferences meals
- f. Book Fair-Holly Ewing, Joanna Smart
 - i. Moving forward with putting in an order to get each student a book with scholastic dollars. Will ask teachers to pick around 4-5 books for their grade level to choose from and place a large order after the spring fair.
- g. Santa's Attic- Tiffany Capps, Mandy Penning, Heather Dillwood- no new updates
- h. Warm Kids Warm Hearts- Kirby Connell- no new updates
- i. Fundraising-
 - i. Golf and Games In the Halls- Raffle: Amanda Hintz, Tiffany Capps, Sponsors: Stephanie Sheer, Concessions: Rachel Spencer, Liz Moore, Golf and Games: Kirby Connell, Jenna Taylor, Joanna Smart, Abby McCulley
 - 1. Event took place on February 7th
 - a. Discussion about how the event went and rough estimate of where we are at for money raised.
 - b. We don't currently have a total, but are thinking we raised about \$11,000. We raised roughly \$6,500 in Sponsorships, \$3,500 in raffle sales, \$1,700 in admissions, \$300 in concessions, and a \$10 donation. Expenses have not been deducted from that amount.
 - ii. Restaurant Nights- Stephanie Scheer
 - 1. Discussion on restaurant option at DQ: Must show a graphic for the purchase to count towards the fundraiser.
 - 2. Scheduled DQ night for Monday, May 4th from 5-8 PM
 - a. We will earn 10% of sales.
 - iii. Cookie Dough- Amanda Hintz- Nothing new
 - iv. Spring Fundraiser- Looking for ideas and volunteers. Where are we for our budget after Golf and Games. Do we need to have another fundraiser?
 - 1. We are going to need to do a spring fund raiser to keep up with budget plans. Thinking of doing a read-a-thon and tying it to the free book from scholastic.
 - 2. We discussed potentially doing a "fill a book case" type sheet.

3. Ashley will look to find someone to help execute the Read a thon and others will send her some ideas that were discussed at the meeting on how it could look. Amanda can help with graphics if needed.

8. New Business-

- Policy and Procedures Manual
 - Each committee should begin to put together a guideline of procedures for each committee task so that the next person who does the job has an idea of what to do. For example, Santa's Attic would have a list that includes but isn't limited to what month to start purchasing supplies, where items are stored, when to start sending information to parents, etc.
 - If there are already lists/procedures created send those to Tiffany altoonapta@gmail.com and make sure they are saved in the PTA drive in the appropriate folders. Graphics/forms/any info created or helpful to the committee should be saved on the PTA drive.
- Nominating Committee for open Officer positions will need to be selected, any volunteers? Will need 3 members for this committee
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Any committee chairs: Amanda H, Ashley L, Jen H- they will begin drafting an email to go out to everyone
 - Also looking for restaurant night and hospitality co-chairs
- Next PTA meeting – March 9, 2026
- 9. Adjourn