BRES PTO MEETING MINUTES

September 2, 2026

VIA ZOOM

1. **Call to Order**: Ashley Shivers at 6:30pm
    a. **Attendance:**
        Ashley Shivers
        Ashlie Smith
        Lucia Dorr
        Julia O'Grodnick
        Yang Zhang
        Samantha Wilkins
        Humera Khan
        Sara ??
        Iphone (x2)
        Melissa Yuditsky
        Katrina MacWhorter
        Carrie Cox
        Kelly Bernard
        Yukun
        Gary Shivers
        Aki Li

2. **Introduction of Current Officers**
3. **Review of Last Meeting's Minutes**
    a. Approved - Lucia Door
    b. 2nd - Ashlie Smith
4. **Election of Officers for the 2026-2027 school year**
    a. No formal nominations had been submitted for the vacant Secretary position. In accordance with the bylaws, Samantha Wilkins volunteered to serve. Members indicated approval, with no objections. Samantha Wilkins was elected Secretary for the 2026–2027 school year.
    b. Samantha introduced herself as a new Bristow Run parent with a child entering kindergarten and shared her interest in becoming involved with the school and PTO.

5. **Officers' Reports**
    a. **President's Report** – Ashley Shivers
        i. The PTO planned the school-year calendar and Spirit Nights over the summer. Event information is available on the PTO calendar/website and will continue to be promoted through flyers and social media.
        ii. The PTO received approval related to Virginia sales-tax-exempt purchasing and has reduced certain operating costs, including a 50% nonprofit discount on Zoom. Additional cost-saving opportunities are being explored.

iii. The PTO is exploring a new silent-auction platform to reduce platform fees.
iv. Proposed bylaw revisions were reviewed. Changes include removing repetitive language, eliminating standing committees that are not consistently staffed, clarifying officer responsibilities, updating Member-at-Large/election provisions, expanding board eligibility to include parents/guardians of incoming kindergarten students, and changing Executive Board meetings from monthly to as-needed after the summer planning meeting.
v. Current and proposed bylaws are available on the PTO website. Members were asked to review the proposed revisions before the October meeting, when a vote is expected.
vi. The annual financial audit was completed in partnership with another PTO, reducing the need for a paid outside auditor and providing useful feedback on documentation practices

b. **Vice-President's Report**- Ashlie Smith
   i. No separate officer business to report. The Vice President continues to support officers and PTO events as needed and provided meeting/secretarial support during this meeting. A website update was provided later under Communications.

c. **Treasurer's Report** – Humera Khan
   i. The PTO fiscal year runs July 1 through June 30. Early-year expenses primarily included software renewals and administrative costs; the recent teacher luncheon will appear in the September report.
   ii. Panther Grant funds have begun to be used. Some deposits received in the current fiscal year relate to prior-year activities, including a bake sale and a Foster's Grille Spirit Night.
   iii. The PTO began the current fiscal year with approximately $7,870 and reported a current closing balance of approximately $6,919.
   iv. For FY 2025–2026, the PTO began with approximately $7,758 and closed June 30, 2026, at $7,870.28, an increase of approximately $111.
   v. The proposed 2026–2027 budget was discussed. Members recommended including reasonable projections for known but variable expenses. Gary asked questions about how the proposed budget was constructed and what exactly members were being asked to approve. He explained that he was looking at it from an accounting perspective and wanted to understand the assumptions behind the budget.
   vi. Samantha Wilkins and multiple members in the chat indicated approval. The budget was approved, with monthly financial reports to reflect updates and actual costs.

d. **Secretary's Report** – Vacant
   i. No separate report. Samantha Wilkins was elected Secretary during the meeting.
e. **Member at Large's Report** - Lucia Dorr
   i. Nothing additional to add.

6. **Principal's Report** – Mrs. Yuditsky
   a. Thanked the PTO for providing Chipotle for staff during work week and thanked families for donations to Stock the Teacher's Lounge.
   b. Reported a successful start to the school year, with positive feedback and happy students, staff, and families.

c. Thanked the PTO Board for its organization and support and expressed appreciation for the warm welcome to Bristow Run.
d. Reminded families that there would be no school for students on the upcoming Friday and Monday.
e. The school is working to increase engagement on its Facebook page and is pursuing an Instagram account.
f. Families who are not receiving the Bristow Briefs should contact the front office to verify their email address.

7. **Vice Principal's Report -** Mrs. MacWhorter
    a. Welcomed Ms. Yuditsky and reported a positive start to the school year, noting happy students and positive staff.
    b. Expressed appreciation for the PTO and the longstanding relationship between the school administration and PTO.

8. **Committee Updates**
    A. Fundraising
        - Spirit Wear Store: September 8–22; new designs are available through the online store.
        - September Spirit Night: Chipotle, September 21, 4:00–8:00 p.m. Flyers will be distributed in advance.
        - Boosterthon/Fun Run: November 12–20. The event was moved from the beginning of the school year to November. The PTO will review available package options and costs.
        - Silent Auction: April 30–May 6. The auction will conclude during Teacher Appreciation Week and immediately before the Spring Festival to make item pickup easier for families.
        - Retail Partners: Harris Teeter and Box Tops remain active fundraising partners.
    B. Events
        - Pounce into Kindergarten – August 14 (completed).
        - Block Party – September 25, 5:30–7:30 p.m. on the field. Planned offerings include music, ice cream and cookie vendors, and complimentary hamburgers, hot dogs, chips, and drinks for families.
        - Costume Bingo – October 23. Ticket/bingo-sheet sales are expected to begin in early October. A volunteer/event lead is needed because the previous coordinator's children have moved on to middle school.
        - Family Holiday Photos – November 21. Four backdrops are available, with two to be selected. Families may use their own phones; the PTO may also seek student photographers from area high schools.
        - Family Movie Night – February 5, 2027. Kelly Bernard will begin volunteer recruitment/planning in January. Kelly confirmed that the Movie Night committee will select the movie closer to the event and invited families to submit suggestions. Movie selection will depend on what is permitted under the school's licensing agreement.
        - Teacher Appreciation Week – May 4–7. A new volunteer lead will be needed for future years.
        - Spring Festival – May 7. Plans include additional food vendors and inflatables.
        - Teacher Workday Luncheon – November 2, selected to maximize staff participation.

- Stock the Teacher's Lounge – Ongoing. Donations may be purchased through the Amazon list or dropped off directly.
- Possible Science Night – Additional information is pending; the event will be added to a future agenda if confirmed.

C. Communications
- Website – The website contains the monthly newsletter, events/calendar information, meeting agendas/minutes, current and proposed bylaws, and a donation option. Families can copy the PTO calendar link into a personal calendar. The PTO is exploring alternative website/platform options that could provide more functionality and potentially consolidate features such as the calendar and silent auction at a lower cost. Suggestions and volunteers with website experience are welcome.
- Yearbook – Families are encouraged to submit photos from school events and field trips. Volunteers are also welcome to assist with yearbook compilation and review.
- Bulletin Board – The PTO bulletin board is updated approximately every two months with meeting dates, Spirit Nights, and event information. Volunteers may assist with updates.

9. **Open Discussion**
   a. **Kelly Bernard:** Encouraged greater parent participation in PTO activities, emphasizing that volunteers do not need to commit to an entire event and can assist with short shifts, setup, or cleanup. She noted that volunteering provides an opportunity to connect with other families and students while helping distribute the workload of PTO events. Kelly will coordinate Family Movie Night on February 5 and plans to recruit volunteers in January. She also invited families to submit movie suggestions, noting that selections must comply with the school's movie licensing requirements.
   b. She also expressed interest in learning more about whether PTO volunteers could assume some of the responsibilities currently included in the full-service Boosterthon package, such as engaging students and distributing prizes. She indicated that she would be willing to help recruit and coordinate volunteers if doing so could substantially reduce the PTO's Boosterthon expenses, pending a better understanding of the time commitment.

10. **Next Meeting Date and Adjournment**
    a. October 7, 2026
    b. Meeting Adjourned at 7:22pm by Ashley Shivers.