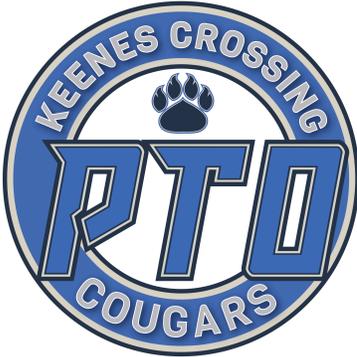


# Minutes

## Keene's Crossing Elementary PTO

PTO General Meeting, Keenes Crossing Media Center

Tuesday, January 20, 2026 5:30 PM



### 2025-2026 Board Members

Melissia Bruehl, President	Holiday Events Coordinator (open position)
Patricia McGaugh, Vice President	Kim Conte, Family Events Coordinator
Treasurer (open position)	Jen Musico, Community Outreach Coordinator
Erin Novo, Co-Treasurer	Sam Oddo, Volunteer Coordinator
Fundraising Coordinator (open position)	Emily Tornatore, Teacher Engagement Coordinator
Ashley Kruse, Communications Coordinator	

### Upcoming Events:

Wed 2/4 - Marco's Spirit Night  
Tue 2/17 - PTO Meeting 5:30pm  
Sat 2/28 - Glow Dance

Wed 3/4 - Abbott's Spirit Night 3-7pm  
Tue 3/24 - PTO Meeting 5:30pm  
Fri 3/27 - Spring Carnival 5-7pm

### Opening:

- The meeting was called to order by Melissia at 5:31 PM

### Items for Discussion:

Review Current Budget

- Erin highlighted upcoming events
- Erin shared the PTO income. The slide is shared below

## Income Update

07/01/2025 - 12/31/2025

Income	YTD	Dec '25
Disney Grants & Company Matching	\$ 614.20	\$ 197.10
Fundraising - Fall 2025	\$ 27,174.84	\$ -
Fundraising - Fifth Grade	\$ 11,746.83	\$ 37.23
Grandparents Day	\$ 3,951.98	\$ -
Holiday Shoppe	\$ 11,323.99	\$ 11,323.99
Media Center	\$ 7,080.38	\$ 124.07
Misc (Box Tops, Supply Supply Box)	\$ 202.00	\$ -
Office Supplies	\$ 8.99	\$ 8.99
Printing	\$ 7.57	\$ -
Proud Paws Book Sponsor(s)	\$ 981.47	\$ -
Spirit Nights	\$ 252.02	\$ -
Spirit store	\$ 6,008.64	\$ 102.75
Sponsorships	\$ 4,596.54	\$ -
Trunk or Treat	\$ 381.21	\$ -
<b>Total Income</b>	<b>\$ 74,330.66</b>	<b>\$ 11,794.13</b>

\*\*\*5th Grade & Media Center have separate accounts

- Company matching from Fall Fundraiser
- 5th Grade shirts sold online
- Sales during Holiday Shoppe
- iPad adapter refund
- Spiritwear outdoor sales, Literacy night stuffed animals

- Erin also shared the expense update. The slide is shared below

## Expense Update

Expenses	YTD	Dec '25
Bank Fees - Truist	\$ (0.08)	\$ -
Boohoo Breakfast	\$ (35.96)	\$ -
Caring Cougars	\$ (115.00)	\$ -
Dance/Family event	\$ (1,827.95)	\$ (1,827.95)
Fifth Grade Celebration	\$ -	\$ -
Fundraising - Fall 2025	\$ (253.18)	\$ -
Fundraising - Fifth Grade	\$ (3,484.47)	\$ (2,195.90)
Grandparents Day	\$ (1,345.26)	\$ -
Holiday Shoppe	\$ (706.03)	\$ (560.12)
Media Center	\$ (5,229.84)	\$ (56.97)
Miscellaneous Admin expenses	\$ (22.94)	\$ -
Miscellaneous Staff Request	\$ (1,880.86)	\$ -
MoneyMinder Subscription	\$ (301.41)	\$ -
Office Supplies	\$ (86.56)	\$ (32.04)
Printing	\$ (124.07)	\$ -
Proud Paws Book Sponsor(s)	\$ (1,060.82)	\$ -
PTO General Meeting Expense (Pizza, GC, Etc.)	\$ (128.78)	\$ -
Sign-up Genius	\$ (107.89)	\$ -
Spirit store	\$ (4,365.15)	\$ -
Tax Filing	\$ (400.00)	\$ (400.00)
Teacher Appreciation	\$ (2,275.64)	\$ (586.74)
Trunk or Treat	\$ (994.52)	\$ -
Website/Domain Expense	\$ (22.19)	\$ -
Yard Signs	\$ (160.03)	\$ -
<b>Total Expenses</b>	<b>\$ (24,928.63)</b>	<b>\$ (5,659.72)</b>

- Decor for upcoming dance, Holiday Shoppe
- 5th Grade book fair payback
- Online book sales for Media Center
- iPad adapters
- Taxes filed
- Snack Cart & Coffee Bar

## Review and Vote on Bylaws

- Melissia shared proposed changes to the PTO bylaws and a vote was taken
- The vote was passed unanimously. The changes are shared below.

# Proposed PTO Bylaws Updates

For Membership Review & Vote

Tonight we are presenting proposed updates to the PTO bylaws. Each change has been reviewed by the Board and is presented for membership approval.

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## Article IV – Officers and Elections, Section 2, Nominations and Elections

### New Addition

Prior to opening the nomination period, the Nominating Committee shall collect and communicate to the general membership which current Executive Board Members intend to seek re-election, and whether they are seeking their current position or a different position. This information is shared to encourage informed participation and does not preclude additional nominations for any position.

During the nomination period, the Nominating Committee may provide general updates to the membership regarding positions for which candidates are still needed. Candidate names shall not be released until the nomination period has closed and the slate is finalized.

**Purpose:** To improve transparency and help members understand upcoming board openings before nominations begin.

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## Article IV – Officers and Elections, Section 3, Eligibility

### Current Language

Any member is eligible for office, as long as they are able to receive approval by the Orange County Public Schools ADDitions coordinator.

### Proposed Update

Any member is eligible for office **provided they are approved by the Orange County Public Schools ADDitions program prior to running for office and maintain that approval for the full duration of their term should they be elected.**

**Purpose:** Clarifies that ADDitions approval must be in place before running for office and maintained throughout the full term.

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## Article IV – Officers and Elections, Section 5, Vacancies

### Current Language

If a vacancy cannot be filled by a new representative, an exception can be made and the officer who previously held the position may be elected by a majority vote at the next board meeting.

### Proposed Update

If a vacancy cannot be filled by a new representative, **the Executive Board may determine an appropriate interim solution, including distributing responsibilities among current Executive Board Members or re-appointing** the officer who previously held the position by majority vote.

**Purpose:** Provides flexibility to ensure PTO operations continue smoothly when a vacancy cannot immediately be filled.

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## Article IV – Officers and Elections, Section 6, Resignation

### New Addition

Any Executive Board Member may resign their position at any time by providing written notice to the President or Vice President. The resignation shall be effective upon receipt unless otherwise specified.

**Purpose:** Clarifies the process and timing for Executive Board resignations.

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## Article IV – Officers and Elections, Section 7, Executive Board Participation

### Current Language

Considerations will be made relevant to the Code of Conduct.

### Proposed Update

**Failure to meet participation expectations may be addressed in accordance with the PTO Code of Conduct and Article IV, Section 8 (Removal from Office).**

**Purpose:** Aligns participation expectations with the PTO Code of Conduct and existing removal procedures for clarity and consistency.

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## Article IV – Officers and Elections, Section 8, Removal from Office

### New Addition

Failure to meet participation expectations as outlined in Article IV, Section 7 may constitute cause for removal, as determined by the Executive Board.

**Purpose:** Establishes a clear, consistent process for addressing participation concerns while supporting accountability and fairness across the Executive Board.

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## Article IV – Officers and Elections, Section 8a, Automatic Vacating of Office

### New Addition

Section 8a: Automatic Vacating of Office.

A Executive Board Member's position shall be considered immediately vacated under any of the following circumstances:

- a. Loss, suspension, or failure to maintain required OCPS ADDitions approval
- b. Voluntary resignation
- c. Abandonment of office, defined as failure to attend meetings, respond to communications, or fulfill duties for a sustained period as determined by the Executive Board

Any vacancy created under this section shall be filled in accordance with Article IV, Section 5.

**Purpose:** Clarifies circumstances under which a position is automatically vacated to ensure compliance, continuity, and clear expectations for Executive Board service.

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## Article IV – Officers and Elections, Section 9, Code of Conduct

New Addition

Violations of the Code of Conduct may be addressed in accordance with Article IV, Section 7 and Section 8

**Purpose:** tbd

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## Summary of Updates & Vote

- Clarified nomination & election transparency
- Defined eligibility and participation expectations
- Added clear procedures for vacancies, resignations, and conduct
- Ensured consistency and continuity for the PTO



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- Melissa shared information about the Executive board elections

## 2026-2027 PTO Executive Board Elections



- February - Nominating Committee, and Chair of the Committee, consisting of either three (3) or five (5) members of the organization, shall be appointed in February by the Executive Board
- February - Names of those on the Nominating Committee shall be announced to the general membership in the same month.
- March - The Nominating Committee will collect and share which current Executive Board Members intend to seek re-election and whether they are seeking their current position or a different one.

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## 2026-2027 PTO Executive Board Elections

- March - Nomination Period is open for applications to the Executive Board
- By April 14th - The slate will be shared with the Executive Board and then provided to the general membership for review at least one week prior to the election.
- April 21 - PTO Executive Board Elections at PTO General Meeting

Questions about the process are always welcome—please reach out to the PTO President or Vice President.

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## Teacher & Staff Appreciation

- Emily shared updates on Teacher and Staff Appreciation events and an upcoming committee meeting.

## Teacher & Staff Appreciation

Committee Meeting:

1/29 9:30 AM

Foxtail Coffee



- Emily also shared the Teacher and Staff are the Heart of our School Auction!

KCE PTO PRESENTS:

KCE Teachers & Staff  
are the **HEART** of our school!

KCE TEACHERS & STAFF & THE KCE PTO  
ARE JOINING FORCES TO PRESENT A  
SILENT AUCTION RUNNING 2/7-2/14

BIDS START AT \$25 & ALL PROCEEDS GO  
DIRECTLY TO OUR TEACHER'S CLASSROOMS!

BONUS: RAISE AT LEAST \$5000 TOTAL,  
SPRING CARNIVAL WILL BE  
FREE FOR ALL TO ATTEND!

## Glow Dance

- Kim shared that the Glow Dance will be 2/28 and will have food trucks out in front of the school and 5th grade celebration committee will be selling glow items!



Privacy Screen Update



Volunteer Opportunities

## Volunteer Opportunities

- Check website & Facebook pages for current opportunities:

<https://www.kce-pto.com/kcevolunteers>

- **Lunchroom Helpers** - K-2 only per admin
- **Glow Dance** - decorate/cleanup
- **Carnival** - decorate, monitor games/inflatables



**\*\*\* MUST BE ADDITIONS APPROVED!!! \*\*\***

We are so thankful for our sponsors!

**APEX  
SERHANT.**

**JEFF'S BAGEL RUN  
NY-STYLE BAGELS**

**FOOTPRINTS  
floors**

**Kelly's  
HOMEMADE ICE CREAM**

**FLORIDA  
RUNNING CO**

**NEXT  
LEVEL  
ROOFERS**

**COLDWELL BANKER | REALTY**

**INTERNATIONAL DIAMOND SOCIETY**  
Edouard Sarkissian

**magoos**  
CHICKEN TENDERS

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*Thank you to our amazing  
PTO sponsors!*

- The meeting was adjourned at 5:47 PM