

Echo Hill PTO Meeting Minutes October 20, 2025



Annual Meeting | Call to Order Time: 6:30 pm

Quorum: Wittkop Stouffer Mulholland Lough

1. Welcome & Introductions

2. General Business

- a) **Treasurer's Report:** Molly Mulholland reported on the financial standing of the organization, including the current status of Dash For Cash fundraising event. We surpassed the fundraising goal but did exceed expenses by \$490. President Noelle Wittkop reminded the group about the protocols when we are projecting to be over budget for events and activities. Our bylaws state that overages in excess of \$100 must be pre-authorized by a vote from the PTO. That applies to purchases of equipment, snacks/water, materials, etc. The group was reminded to first check the PTO closet at school for any items needed, then get pre-approval for expenditures still needed.
- b) **VOTE ~Funds Request:** Mrs. Symmonds, reading teacher at Echo Hill, attended the meeting and requested funds in the amount of \$2,893 for four new sets of Pioneer Books called "decodables," phonics books for use by all classes. The books help readers in all grade levels with complex phonics, spelling, and other literacy skills. Noelle made a motion to vote on this expenditure; Molly seconded the motion, and the vote to fund the purchase of these books passed. Mrs. Symmonds was grateful for the support and will complete the proper form(s) to order the books.

3. Principal's Report: Mr. McDonald reported that things are off to a great start so far. Echo Hill has now been certified as a "heart safe school," meaning that all staff have been properly trained on the use of the AED (automated external defibrillator) in the event of a cardiac emergency. School nurse Abbi Riniker displayed excellent leadership in coordinating with the University of Iowa to ensure that our staff is comfortable with the machine and know what to do when an emergency strikes.

4. VOTE ~Field Trip Fund: Noelle led the discussion about establishing a new Field Trip Fund within the PTO's budget. She explained that in recent years, teachers have been choosing free/no cost experiences close to school as funds are limited and transportation is sometimes a barrier. Noelle's proposal for the Field Trip Fund would allocate \$500 per grade – K through 4th – for immediate use for field trip purposes. Noelle motioned to allocate this \$2,500 line item for field trip use; Heather Lough seconded the motion. All in attendance voted in favor of the new fund and the motion passed. Noelle

and Molly will work together to add this line item to the PTO budget.

5. New Playground at Echo Hill: Noelle also led the discussion about Echo Hill receiving a new playground in the near future – likely constructed in Summer 2027. In consulting the district's 10 year plan, Echo Hill is one of the next schools to be due for a revived playground. These monies stem from the PPEL funds, earmarked for infrastructure, improvements, and the like. The PTO could fund additional features of the playground, and recent pieces added with PTO funds can remain in place. Talks are in the early stages at this time, but Noelle is seeking to create a Playground Committee, which would take the lead on ensuring that the new Echo Hill playground is fun, safe, inclusive, funded properly, and communicated well to staff and parents alike. This is an ongoing conversation; please reach out to Noelle if you are interested in participating in the Playground Committee.

PTO Activities / Events

6. Trunk or Treat: Sarah Lisenbee is coordinating the Trunk or Treat this year, and she noted that we're up to 17 trunks at this time. The budget is \$600, which includes two sponsors contributing \$200 each. Both sponsors have generously contributed again this year, for which we're grateful. Sarah has purchased lots of non-candy trinkets, pencils, playdough, slap bracelets, etc; candy for a crowd; and Target gift cards for two trunk winners. Amy Stouffer will contribute a balloon arch. We're expecting somewhere around 300 kids again this year; reminder that this is a closed event for Echo Hill families.

7. Apparel Sale: The Echo Hill apparel sale is open now through October 29th, which is the final day to place orders. We're working with Level 10 Apparel again for this fundraiser; a portion of sales come back to the PTO. Items are expected in mid-November.

8. Fun Station Event: coming up on November 20, 4-8pm, at the new FunStation location by the Eastern Iowa Airport. More details to come; watch social media channels for more info. A portion of sales comes back to the PTO. We're grateful for local partners who make these events great.

7. Committee Lead Updates

a) Hospitality: Samantha Pipkin will be taking over the hospitality committee soon; eager for her to help with those efforts. Conferences are coming soon and the committee has planned on treating our staff with delicious items, including a candy apple bar, a baked potato bar, and a taco bar.

b) Community Fundraising: Kim Graulein will be taking over the community fundraising coordinator position soon.

c) HyVee Receipts & BoxTops: Amy White reported that we've collected \$86 in BoxTops so far of the \$1,200 goal.

d) Volunteer Coordinators: a reminder to use them when you need helpers for events and anything at all. They have a database of approved volunteers and reach out to them weekly; use them as a well-oiled machine and resource to help your events go better.

Meeting adjourned at 7:31pm.

Monday, October 20 - PTO meeting attendees:

Name	Name	Name
Noelle Wittkop	Amy Stouffer	Molly Mulholland
Mr. McDonald	Amy White	Sarah Lisenbee
Staci Sperflage	Heather Lough	Roeut Plang Mary Symmonds