

Ulis Newton Elementary School



**PTA Meeting Minutes
General Meeting
10/15/25 at 3:30 PM
Newton Elementary School**

I. Attendees

Board Members Present	Gina Topor	Laura Turner-Moss	J.R. Moss	Rebecca Hickey
	Shannon Johanneck	Robin Anderson	Jennifer Troutman (Virtual)	
Members Present	Amy Riggs	Cassi Radich	Lindsey Douglas	Samantha Olson
	Tea	Sondra Guerrero (Virtual)		
Attendance Notes	-Robin Anderson departed at 4:00 pm and was absent the remainder of the meeting -Shannon Johanneck departed at 4:13 pm and was absent the remainder of the meeting			

II. Call to Order: Meeting called to order by Gina Topor at 3:30 pm.

III. Officer Reports

A. President, Gina Topor

1. Gina Topor asked about the McDonalds certificates donated. Robin Anderson shared that they were given to Principal McGowan. It was suggested to use for Lexia. The group discussed that, in the future, certificates should be retained with PTA for other family engagement events (e.g. academic afternoon).
2. Gina Topor shared that she spoke with the CPA and the CPA will be refunding the money paid due to no longer needing their services.
3. Gina Topor discussed Ornament Night, sharing that PTA will organize the event rather than utilizing a contracted company to reduce cost for families.

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B. Treasurer, Robin Anderson

1. Treasurer's report was reviewed
2. Robin Anderson presented changes to the account, including funds raised with Chuck E Cheese (over \$300) and McDonalds.
3. Robin Anderson shared the cost of Dear Ones and Donuts and bank fees for a mailed statement. To avoid bank fees, the statements will be printed from the account by the treasurer.

C. Secretary, Rebecca Hickey

1. Rebecca Hickey discussed the bylaws needing membership approval. Rebecca Hickey motioned to approve the Newton PTA Bylaws. JR Moss seconded the motion. The motion passed unanimously. All board members were in attendance at the time of the vote.
2. Rebecca Hickey shared that Nevada PTA approved the submitted Newton PTA Bylaws.

IV. Committee Reports

- A. Fall Festival: Gina Topor discussed the following Fall Festival updates and needs.
 1. Continuing to get additional Trunk or Treat volunteers.
 2. Ms. Strellow is providing 4 prizes for trunk or treat vehicles (2) and raffle (2).
 3. Top 3 trunk or treat participants will receive prizes
 - a) Golden Knights tickets for 1st place
 - b) Donated items from Ms. Strellow will be given for 2nd and 3rd.
 4. There are currently 9 gift baskets donated and additional donations are needed.
 5. More cakes are needed for the cake walk.
 6. Gina Topor reviewed the games/stations.
 7. Gina Topor and Asst. Principal Yelton will be testing the Cosmo Cash Grab.
 8. Ensure that all communication states 4:30-7:30.
 9. Presale tickets will be 2 for \$1. A flyer will be sent home this coming week. Robin Anderson shared there was a flyer from last year. Laura Moss volunteered to update the flyer.

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10. Attendees agreed to ask for help on Thursday 8:45-11:45 and Friday 8:45-4:30 for set up. Rebecca Hickey will send an email to members through Givebacks. Gina Topor will be the contact included in the email and volunteers will be asked to go to the office to check in.

11. Attendees discussed staff sign ups. Samantha Olson shared that staff signed up for various events at the beginning of the year to fulfill the required outside-contract time, including Fall Festival, and that typically Fall Festival was divided into two shifts.

B. A committee for Makers Market will be formed after the Fall Festival. Gina Topor will reach out to Ruben's Toy Store and this will take place December 1st-5th and will be open during the choir performance.

V. Approve minutes from last meeting: The September 2025 meeting minutes were reviewed. Rebecca Hickey motioned a vote to approve. JR Moss seconded the motion. The motion passed unanimously. All board members were in attendance at the time of the vote.

VI. Adjournment: The meeting was adjourned at 4:20 pm.

Meeting minutes approved on 11/13/25.

Rebecca Hickey _____

Rebecca Hickey

Newton PTA Secretary

__11/13/25__

Date