

LVES PTO Executive Board Meeting

November 5th, 2021

In Attendance:

Allyson Small, President
Jocelyn DiRienzo, VP of Events
Christine Johnson, Membership Secretary
Nicole Keswani, Recording Secretary
Amy Martin, Treasurer
Dr. Kathy Ball, Principal
Carla Meyer, 3rd-5th teacher representative
Kari Wambaugh, K-2nd teacher representative

Meeting was called to order by President Allyson Small at 8:17am. The list of items to be discussed on the agenda include trunk or treat recap, teacher appreciation, treasurer's report, purchases, spirit nights, board/coordinator roles, invest survey and new business/updates

Trunk or Treat Recap:

Trunk or treat recap was presented by Jocelyn DiRienzo. The trunk or treat raised \$1747 for the PTO. Next year we will need more volunteers and will recruit room parents to help. The volunteers will need specific assignments and a sign-up genius will be created for specific roles. Volunteers will be needed for the pumpkins (1 coordinator and 2 volunteers), front gate (2 volunteers to hand out tickets), candy (10 volunteers), set-up and clean-up (2-3 volunteers each) and miscellaneous (2-3 volunteers).

Other items discussed were the need to put wrist bands on the students Friday afternoon. Many students forgot wrist bands; therefore, it would be easier to place them on the students at the end of the Trunk or Treat day. We will not be providing electricity to any trunk and will not place teacher grades near each other. More space is needed to add trunks along the back side of parking lot. The PTO will investigate renting a light tower for next year and possibly a sponsor to provide this for the trunk or treat.

The pumpkins will require a coordinator and several volunteers. Next year students may vote during school hours instead of having all attendees vote on the pumpkins. This will be discussed and decided upon next year. The candy distribution will require one person in charge of 10 volunteers. Candy donations will be requested as well as possibly a candy competition between classes. Each class will bring in candy to be weighed. The winning class will receive some sort of prize such as a Kona Ice party, extra recess or popsicles with the principal. We will also ask Atmos to donate candy bags again next year. Jocelyn will email Atmos.

Teacher Appreciation:

Allyson Small presented an update for teacher appreciate. The next teacher appreciation date is November 12th and will have a taco bar. The week after Thanksgiving we are trying to acquire a food truck for the teachers to purchase lunch in the parking lot. In December we will be collected \$10 gift cards to distribute to all 147 staff members at Longview. The gift cards are due December 5th and distribution will begin December 13th. Teachers will be selected in random order to select a gift card.

Treasurer's Report:

Treasurer's report was presented by Amy Martin including review of cash flow, budget, and assets. Reports for December were presented. The PTO account is at Regions Bank; account number is on file. The October budget was not approved last month due to the meeting falling on October 1st. A motion was made for approval of both October and November budgets by Christine Johnson, seconded by Jocelyn DiRenzo, all in favor.

Purchases:

Amy Martin overviewed the purchases made by the PTO. Numerous purchases were made during the month of October including the following: \$812 in book orders; \$525 flower bed maintenance; \$121 trunk or treat; \$725 art ware cart; and \$11820 for the marquee. The wish lists from teachers are still needed for guidance and PE. The math and reading coaches have also requested books; each teacher will be able to create a wish list of up to \$115 in books. The SSS also needs books; all 9 teachers will be able to create a wish list of up to \$100.

Spirit Nights:

Jocelyn DiRienzo presented the upcoming spirit nights. Marcos will be all day November 16th, a flyer will be sent home Friday the 12th. The class with the most participation will receive a pizza party. The December spirit night will be at Culver's on December 12th. Culvers is requesting 2 volunteers per hour from 5 – 8 pm.

Board/Coordinator Roles:

The executive board is requesting new board roles and coordinator positions. New board positions would include a vice/co-president and teacher appreciation. A co/vice-president is needed to help with the transition of becoming president. Each co/vice president would then become the president the following year and serve as a past-president the third year on the board. New coordinator roles would include a coordinator for each event (trunk or treat and ruckus), a book character pumpkin contest coordinator for trunk or treat and an auction chair for ruckus. Allyson Small will review the bylaws for the PTO and amend them at a later meeting.

Invest Survey:

This item was tabled until the spring.

New Business/Updates:

- Kari Wambaugh discussed how grateful the teachers were for recess coverage as well as the opportunity to get to know other teachers at the invest lunch. She stated teachers would love more time opportunities to spend with different grade level teachers. Ideas discussed were coverage of recess, car rider line, lunch for specific services/grades
- The contract was signed for the agendas for the 3-5th grade teachers for the 2022-2021 academic year.
- The reward shirt proof is ready, red followed by navy long sleeve were requested. Stickers and More Company is printing the shirts this year.
- The order for additional invest shirts has been delivered; winning class parties will be Friday the 17th and the school has opened to volunteers.
- Mrs. Brooks requested additional playground equipment such as balls/chalk. If it is in the budget we will purchase and if not, the next calendar year.

- A new sound system is needed for the gym. Allyson Small will contact a vendor to assess cost. No specific vendor is required.

The meeting was called to a close at 9:53 am by Amy Martin, seconded by Christine Johnson, all in favor.