

April 14, 2023

Meeting Minutes

LONGVIEW ELEMENTARY PTO EXECUTIVE BOARD MEETING

BOARD MEMBERS IN ATTENDANCE

Co-President - Allyson Small | Co-President - Nicole Keswani | VP of Volunteers - Danielle Freeman |
~~VP of Events - Tyler Wheeler~~ | VP of Marketing - Erinn Hartwell | VP of Staff Support - Emily Corey |
Treasurer - Alison Mitchell | Membership Secretary - Mandy Hopkins | Recording Secretary - Amy Martin |
Principal - Dr. Ball | Teacher Mrs. Wambaugh | Teacher Mrs. Meyers

Meeting was called to order by President Allyson Small at 8:15 a.m. The list of items to be discussed on the agenda include: Treasurer's Report; Reptile Ruckus & Silent Auction; Teacher & Staff Appreciation Week; Inside Longview Games on Field Day.

Treasurer's Report:

The treasurer's report was presented by Alison Mitchell including review of cash flow, budget, and assets for the March financials. The PTO account is at Regions Bank; the account number is on file. Bank accounts and statements were presented and reviewed by the board. Motion made by Allyson to approve financial statement; seconded by Nicole; all in favor. Accounts will remain on file with the Treasurer.

Teacher & Staff Appreciation Week :

Emily presented the teacher appreciation week theme this year as "Hollywood - You are a VIP". Monday the teachers will have Martin's BBQ lunch provided. On Tuesday, Kona Ice will be there for the teachers, and the PTO will arrange for recess coverage. The teachers will also receive their "fan mail" on Tuesday. On Wednesday, the PTO will provide snacks for the teachers and possibly White Shepherd Coffee. This will also be a theme day where students and teachers can dress up like their favorite movie star. On Thursday there will be a popcorn bar, and on Friday, the students will give their teachers end of the year gifts and gift cards. Depending on budget and sponsors, we might possibly be able to do lunch for the teachers on Friday as well.

Reptile Ruckus & Silent Auction:

Ruckus:

Nicole presented Tyler Wheeler's (who could not be in attendance) notes. Confirmed food trucks include: Little Cancun (insurance received), Monster Pops (insurance received), M.A.C. Daddies, Kona Ice, Five Ladies Donuts, Domino's \$10 pizzas, and White Shephard Coffee. Food trucks have been emailed for updated COI Insurance with a due date of 4/21/23.

Blow ups with Its Time 2 Bounce have been confirmed, the deposit has been received, and CI Insurance has been received. Ponies have been confirmed, and Tyler called again for COI Insurance and an official invoice. Goats have been confirmed for the petting zoo area. The Balloon Artist is confirmed, and the invoice (\$250) has been sent to us.

The PTO will be selling drinks (water and soda) this year. We are on the lookout for sales at Kroger/Publix leading up to Ruckus to purchase them. Danielle Freeman has created the sign-up lists and sent them out for both parents and local kids to volunteer at Ruckus. Danielle has also been in contact with the VP at Independence to get the word out to students there. A few of our sponsors (Oasis, Farrow Dentistry, and State Farm) have agreed to help out with the games on the night of Ruckus.

Mandy reported that online ticket sales are slow so far - only about 10 orders. Erinn will post the link to the ticket and wristband sales online.

In terms of setting up the day of Ruckus, Allyson asked that all board members be available during the late morning to help set up and then again from school pick up time until the end of Ruckus. Dr. Ball confirmed that 3 officers will be onsite, and she is working to secure a 4th. Dr. Ball will also let teachers and staff know that the back parking lot will need to be empty that day in order for us to be able to set up ahead of time.

Pie in the Face sign ups will be sent out to teachers soon. The PTO will purchase the candy for prizes this year, but will still ask for donations for the cake walk.

Silent Auction:

Allyson reported that we have 33 class baskets, 25 teacher experiences, and 25 business donation baskets to auction off this year. Emily Corey also asked if we could add the TA's and EC to the signups for silent auction experiences.

Inside Longview Games on Field Day (May 17th):

After discussion about possibly doing a kickball game on field day, it was decided that in order to get the kids out of the sun and heat, we would do inside games instead. The games include: Human Hungry Hungry Hippos, a Hula Hoop Challenge, Flip the Cup Tic-Tac-Toe, a Dress the Teacher Up Relay, and a Dribble and Shoot Relay. The games will have a mix of students and teachers. Beth Dean was at assembly to let the students know how to try to win a chance to compete in the games. Raffle tickets are 5 loot, and the buckets to put your ticket in are already set up in the office. A sign-up will go out to the teachers for them to volunteer to compete in the games.

Other Business:

5th Grade Promotion:

We will need to help pick up plants and drop them off at Independence before the ceremony on May 24th. The ceremony will be in the auditorium this year where the sound is better, but the seating capacity is only 450, which will limit the number of tickets per family that is able to attend. With the change in venue from the gym, less plants will be needed and the balloon arch is not necessary.

5th Grade Picnic:

May 23rd 12:30 to 3:30pm. The PTO will help sponsor lunch for the 5th graders with burgers and hot dogs. The money set aside for the promotion ceremony was not needed, so this money will be allocated to this picnic instead. Donations from parents may still be needed to make sure there is enough food.

Newsletter:

The next newsletter needs to be created next week in order to let families know about all of the end of the year happenings and opportunities to volunteer.

A motion to adjourn the meeting was made by Mandy Hopkins at 8:50 a.m. The motion was seconded by Alison Mitchell.