

May 8, 2023

Meeting Minutes

LONGVIEW ELEMENTARY PTO EXECUTIVE BOARD MEETING

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 Recap, Field Day Games, TCAP Reward Party, 5th Grade Promotion, Box Tops Popsicle Party

Treasurer's Report:

Of special note this month, Alison reported that Spirit Night checks from Martin's BBQ (\$880) and Big Bad Breakfast (\$500) were received.

The treasurer's report was presented by Alison Mitchell including review of cash flow, budget, and assets for both the November and December 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 Amy to approve financial statement; seconded by Allyson; all in favor. Accounts will remain on file with the Treasurer.

Reptile Ruckus Recap:

Allison reported on the income from Ruckus. Money received from Square/cash/PayPal presales equaled \$16, 721.70, with \$4,275 of that coming from the silent auction. \$214 was from online presale of tickets and wristbands.

Tyler commented that for next year we will need the Its Time 2 Bounce people to set up earlier. While they were there in plenty of time, the blow ups were not inflated when the "Ruckus without the Ruckus" was beginning. Everyone agreed that the food trucks in their new area went well with good flow. Another positive was that all the volunteers showed up! The event overall went smoothly with improvements in the face painting area this year - a volunteer went down the line ahead of time to take the tickets and have kids make their choices before they got to the front of the line. The only major disappointment this year was the pony guy was unable to show up after breaking down on his way to the event. It was great to have someone from Williamson County Schools Media Dept. there to capture the event and interview some of the students and PTO.

Field Day Games:

Allyson reported that we will host PTO mini-games inside on field day. There will be 5 games - Hungry Hungry Hippos (2 rounds, teachers and kids involved), Hula Hoop Contest, Flip Cup Tic-Tac-Toe (6 tables, 4 kids at each table with 2 races going on at each table), Relay Race to dress your teacher up for the beach (4 kids in each line to dress up the teacher with a hat, sunglasses, beach bag, etc); and Knock Out (8 kids at each end for K-2, 10 kids at each end for 3rd-5th).

The schedule is as follows:

9:15-10:15 - Third, Fourth, and Fifth Grades

2:15-3:15 - Kindergarten, First, and Second Grades

Allyson would like to test out some of these games ahead of time for timing purposes to make sure we stay on schedule that day. We will also need to purchase some of the items for the relay still.

TCAP Reward Party:

PTO is having a "TCAP is over, thank you for working hard" ice cream sundae party for all students. Below is the schedule for this Thursday, May 11th.

11:45 4th grade

12:20 5th grade

1:05: 3rd grade

1:35 2nd grade

2:05: 1st grade

2:35: Kindergarten

Allyson reported that we will need 6 volunteers for each grade level. She is hoping to send out a sign up for room parents to help with each grade. She estimated needing 50 gallons of ice cream. Danielle agreed to go to Sam's Club today to try to buy the necessary ice cream and 1,000 bowls. Allyson said we have a box with enough spoons. We will serve vanilla ice cream and have a station where kids can add M&M's, sprinkles, and crushed oreos. Allyson will purchase the toppings. We will set up the tables in the main hallway and have classes come through one at a time. We will have 4 tables with 2 people at each table scooping. Allyson is checking with Jennifer in the cafeteria to make sure we are able to store the ice cream there. The ice cream will need to sit out for about 20 minutes after it has been in that deep freezer before we are able to scoop it.

We will also need to have Clorox wipes and paper towels at the tables. We will need a list of kids with allergies from Nurse Lynn to see how many alternative treats we will need to buy.

5th Grade Promotion:

Mrs. Meyers said that Mrs. Migliore's mother was able to get 4 plants donated that she will be bringing to the ceremony. The only place that plants will be needed is onstage due to space constraints. Mrs. Meyers is thinking that it might be nice to have 4 more additional plants and is checking again with Mrs. Migliore. She will get back to us if she needs any additional help with the promotion ceremony, decorations, or set up.

Box Tops Popsicle Party:

Amy reported that the 3rd grade won the BoxTops contest. Dr. Ball approved a popsicle party for the 3rd grade during their recess (2:10 p.m.) on May 18th. Amy and Danille will help with setting this up. Amy will check with Mrs. James to make sure this day works with the 3rd grade teachers.

Other Business:

- Emily reported that teacher appreciation week went very well and that clean up will happen throughout this week when time allows.
- Emily reported that the plans for the 5th grade picnic are moving along. She secured Don Arturo's to discount box lunches of burgers & fries and quesadillas & chips. Small bottled waters will also be served. She reported going about \$130 over budget, but this extra expense was approved by all.
- Dr. Ball reported that the mascot committee has been selected. A survey went out and the suggestions have been received from the community. Now the committee, consisting of parents, students, and teachers will meet to narrow down the choices. She is hopeful to have this wrapped up and announce the new mascot before the end of the year.

A motion to adjourn the meeting was made by President Allyson Small at 9:03 a.m. The motion was seconded by Mandy.