

February 3, 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 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 8:16 a.m. The list of items to be discussed on the agenda include: Valentine's Dance, Reptile Ruckus, Silent Auction, Teacher Appreciation (February & March), Treasurer's Report, Reading Incentive Request/Collaboration, Spirit Wear 2023-2024, Landscaping, Board and Coordinators Roles 2023-2024

Teacher Appreciation:

Emily reported that we will do a Fiesta lunch for the teachers on Thursday, February 16th. March's teacher appreciation lunch will be pizza on March 10th, and recess duty coverage is still scheduled for March 7th with the sign up going out in the last newsletter.

Valentine's Dance:

With Erinn not available, Mandy presented the notes about the Valentine's dance. Both sessions are sold out. Mandy said that Erinn was planning on having the student ambassadors open and end each session as well as be greeters. Allyson is confirming with Erinn the details of these duties.

The picture backdrop station will be where the gate is dropped down. The entrance to the dance will be by the SACC entrance. The plan is to decorate that area with hearts and a balloon arch. Tre is scheduled to DJ. The sound system ordered by the PTO is in and was scheduled to be installed last Tuesday, but the building was closed due to the snow/ice day. Allyson is hoping to reschedule the install before the dance next week.

Many teachers have already signed up to volunteer. We will need:

- 3 volunteers for check in with lists
- 2 greeters (Ambassadors? Or teachers?)
- Monitors for the dance floss
- 1 or 2 at the water table
- 1 or 2 to take pictures
- Coat check? Dr. Ball said we could have access to the music room to put coats and umbrellas.

Officer Montgomery has not yet confirmed his availability. Dr. Ball will touch base with him to make sure we have an officer onsite. Dr. Ball also said that she would be able to turn down the heat in the gym earlier that day so that it is not overheated for the dances.

Reptile Ruckus:

Tyler reported that Little Cancun, M.A.C Daddy's, Kona Ice, Five Ladies Donuts, and Monster Pops have all been confirmed as food vendors. Little Cancun and Monster Pops also already have their insurance on file with the PTO. She has yet to get Domino's or CD BBQ to confirm their availability. If Domino's does not work out, it was suggested that Tyler contact Salvo's or Papa John's as additional food vendor options.

Tyler has secured a balloon artist for \$250 for the evening. When questioning if the balloon artist needed to provide insurance paper, Dr. Ball did not think that was necessary, but she would look further into it.

Tyler has worked up a quote for the inflatables. An additional obstacle course will be added in the field this year (total of 3) as another ticketed item, in addition to giant lego blocks and a Chucking the Chicken carnival game. Allyson approved increasing the inflatable budget to \$3,000 this year to allow for the additional games and felt confident we could still come in at budget for the event.

Next steps will be to determine which games will be ticketed and which will be included in general admission. It is the hope that we can group the ticketed games together and separate from the free carnival games to avoid confusion.

Silent Auction:

Allyson reported that the room parent coordinator sent out an email to room parents with a google doc to sign-up for classroom baskets. Beth has the list of those responses. The Silent Auction Committee will begin meeting at the end of February. Those serving on the committee are: Allyson, Mandy, Tyler, Beth, Jocelyn, and Amy Lewis.

Treasurer's Report:

Alison reported that The Spot Spirit Night brought in \$300. She also motioned for approval to add the Valentine's Dance as an additional line item for the budget. With the dance expected to bring in \$2,500 in income, the budget spending for the event is also \$2,500. Danielle seconded the motion, and all approved.

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 Tyler to approve financial statement; seconded by Nicole; all in favor. Accounts will remain on file with the Treasurer.

Reading Incentive Request/Collaboration:

Allyson presented an email from the LV reading coach, Kristen McGilvra, which asked for PTO help in promoting the new Oral Fluency Reading Program school wide. The program

began with the 1st graders in January, and now will be in all the grades. Allyson brainstormed with the board some suggestions and ways we can help.

- Provide Brag Tags for meeting a challenge goal
- Loot tickets for the school store, worth 50 loot (up from the 25 we had considered first)
- Create a bulletin board promoting the students' successes in the challenge

Spirit Wear 2023-2024:

Allyson spoke with Matt at 1st Place Spirit Wear, which is owned by the same people who provide us with the school supplies at 1st Place School Supplies. Matt created a mock up online store for Longview.

Allyson listed the Pros of changing to this company for spirit wear:

- PTO gets 10% of sales mailed to us quarterly
- The company runs sales at various times during the year
- Items are shipped right to the home
- The store is always available online
- Many options of designs are available.

The cons she discussed:

- More expensive than what we have charged for spirit wear in the past (\$23.99 for t-shirt, \$32.99 for long sleeve, \$37.99 for hoodie)
- PTO gets less profit

After going over pros and cons, all were in favor of trying spirit wear through this company for the 2023-2024 school year.

Landscaping:

Allyson presented quotes from The Ground Guys to fix the front flower bed and the area by the front entrance to the school. Their proposal includes:

- Debris will be hauled off and disposed offsite
- Soil conditioner will be used as needed during install
- Remove excess dirt as needed from beds and level
- Install landscape fabric, which will help keep the rock from migrating into the solid and prewed weed overgrowth
- Install 3 tons of medium/large indian creek 3' rock in bed.
- Install Boxwoods/Yews/cypress to replace existing shrubs

This design will be low maintenance annually and will give a nice, clean appearance. It has a balance of Evergreen shrubs for year round foliage with some flowering shrubs for that Spring/Summer color.

Allyson motioned for approval, Alison seconded, and all voted in favor of taking care of this landscaping. Any additional funds beyond budgeted from landscaping will come from the School Improvement Fund.

Board & Coordinators Roles 2023-2024:

Allyson and Mandy have been working on recruiting new members for next year. A blurb went out in the newsletter this week with information on how to sign up and get more

information on joining PTO. Social Media posts are also planned to help recruit. The nomination forms are due March 10th. On March 24th the candidates will be posted.

Other Business:

- Allyson proposed to shred all invest forms and bank files that are more than 5 years old.
- Officer Montgomery requested a car jumper for the school. It is \$100 on Amazon. All were in favor of purchasing for him. The money is available in the wishlist line item.
- Teacher Aides have submitted a few wishlist requests:
 - A laminator
 - Paper clips and Glue Dots
 - Bull horn for the cafeteria

All these items fall under wishlists, which still has funds available. It was discussed to include the TA's to the wishlists done at the beginning of the year in the future.

- School Supply kits are coming along. Allyson proposed cutting the cost to parents by significantly reducing any profit that the PTO gets from this service.
- February 15th is SRO Appreciation Day. Allyson will have students sign a poster for him.
- Next week is National Counselors Week.
- February 22nd is Bus Driver Appreciation Day. Allyson proposed purchasing \$5 coffee gift cards for the drivers. The room parents are sending out emails to ask children who ride the bus to write a note of thanks and give it to their driver.
- No Spring Clean-Up day is scheduled yet. Dr. Ball will follow up with faculty.

A motion to adjourn the meeting was made by President Allyson Small at 9:53 a.m. The motion was seconded by Danielle.