

# January 6, 2023

## Meeting Minutes

### LONGVIEW ELEMENTARY PTO EXECUTIVE BOARD MEETING

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#### 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 Nicole Keswani at 8:16 a.m. The list of items to be discussed on the agenda include: Treasurer's Report, Reptile Ruckus, Silent Auction, Spirit Nights, Teacher Appreciation, Newsletter Items, School Improvement Fund

#### **Teacher Appreciation:**

Emily reported that January's teacher appreciation lunch will be SuperBowl themed. We will serve soups and salads. We will have a sign-up for parents to bring in items. Emily is also going to reach out to Olive Garden to see if they will donate salad and breadsticks. The date for the lunch was set for Friday, January 27th. February teacher appreciation will be a fiesta lunch.

#### **Spirit Nights:**

Allyson reported past earnings from Spirit Nights. In October, we earned \$395 from Costa Vida. In November, we earned \$397.50 from Marco's Pizza. In December, we earned \$1,148.69 from Culver's. The Culver's check has not been mailed yet. We have a Spirit Night at a new restaurant, The Spot, on January 17th from 11:00 a.m. to 8:00 p.m. We will receive 10% of food sales during the designated time.

February does not have a specific night set up yet. Erinn had spoken with a rep from Big Bad Breakfast about hosting a night for Longview where they would open up for dinner hours.

March 7th is set for Martin's BBQ. April 11th will be at Andy's Frozen Custard.

#### **Reptile Ruckus:**

Tyler reported that Ruckus will be Friday, April 28th. She is reaching out to It's Time 2 Bounce today about reserving the inflatables. Allyson suggested we add in more inflatable games that do not require tickets to enhance the Ruckus experience without costing the families any more money.

The plan is to ask the Donut Ladies, Domino's, Kona Ice, CD's BBQ, and Sonic to sell food at the event. As a PTO we discussed selling our own water and soda. We want to do this as close to cost as possible and were thinking of selling everything for \$1 cash only. We will need to staff this table ourselves. Tyler will inform all the food vendors that we intend to sell drinks.

We need to reach out to the National Art Honor Societies at the local high schools for help with face painting. There is also now an additional art teacher at Longview this year to help.

### **Silent Auction:**

Allyson announced that the Silent Auction will still be a part of Ruckus after we reviewed the benefits versus the amount of work and money spent in creating the baskets. We will ask for business donations again and for the teachers to auction their "experiences" as they have in the past. This year classroom baskets will not be required. It will be up to the room parent and individual class if they choose to participate. A committee will be set up again to help with silent auction preparations beforehand and the night of Ruckus. Mandy Hopkins and Beth Dean have offered to be on this committee. We plan on holding the auction outside, same as last year. Tyler is reaching out to the lighting company that donated lights for Trunk or Treat to see if they will donate a few lights again for the auction area.

### **Teacher Appreciation revisited...**

Allyson brought up doing our quarterly teacher appreciation recess duty on Tuesday, March 7th, but with a slight change in logistics. The teachers will now bring their own classes out to recess and come and pick them up at the end of recess. The volunteers will remain outside and just be responsible for supervising the playground during the recess time. Dr. Ball approved this process change.

### **Newsletter Items:**

Allyson asked if anyone had any items for the upcoming newsletter, which will go out in February.

- Recess volunteer sign up (Danielle will set up and email Amy to include)
- Provide anyone interested in serving or helping on PTO an email to reach out to us (Danielle will send blurb about volunteering to Amy)
- Important Dates
  - February 10th: Dance
  - February Spirit Night (TBD)
  - March 7th: Martin's BBQ Spirit Night
  - March 10th: Boosterthon Fun Run
  - March 23rd: Talent Show
  - April 11th: Andy's Spirit Night
  - April 28th: Reptile Ruckus
  - May 17th: Field Day
  - May 24th: 5th Grade Promotion

### **School Improvement Fund:**

The money that was set aside for the outdoor learning pavilion has been designated to the School Improvement Fund after the outdoor learning pavilion project became cost prohibitive. Allyson reached out to faculty and staff to get a feel for what they felt would best benefit the school and current students. Allyson presented to the board four possibilities.

1. Rugs for the classrooms: Dr. Ball has said that the classrooms are in desperate need of new rugs and that these would be her "first choice" ask from the PTO. Dr. Ball will report back how many rugs are needed and the cost after she learns next month how many classrooms she expects to have in each grade after the new school opens next year.
2. iPads for Student Support Services: The SSS teachers have asked for 5 iPads to be able to take into the classrooms with them to be able to give to their students and provide them with appropriate apps that are not available on the chromebooks. Dr. Ball checked with the district and reported that the district may not support these devices.
3. Cafeteria tables: The current cafeteria tables have 12 missing seats. Either parking cones or folding chairs are placed over the broken seats. Dr. Ball has asked the district in past to replace these tables, but unfortunately this falls on the individual school. Dr. Ball has looked into having them repaired, but based on their design, they cannot be repaired, only replaced. The cost of replacing a single table is \$1,933. Allyson and Dr. Ball will get a count on how many new tables will be needed.
4. Shade Sail: Allyson suggested a shade sail for the outdoor area where the kids are able to eat lunch outside. We would need to look into seeing if the shade could mount into the brick on each side. Pros and cons were discussed. The kids would clearly benefit from having a shady spot to eat their lunch, and with it mounting into the brick, we would not need to have foundation poles. The cons discussed included all the maintenance/repair required. It may need to be replaced yearly. Someone would need to make sure it was taken down during a storm.

### **Treasurer's Report:**

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.

Allyson also brought up the importance of turning in receipts for reimbursement within 30 days of purchase. It was also encouraged to keep items purchased for the PTO that need to be reimbursed on receipts separate from personal items purchased.

### **Other Business:**

- Scoreboard: Allyson brought up to Dr. Ball that the PTO budgeted the repair of the lights in the scoreboard in the gym. Dr. Ball will follow up with Sindy and maintenance to let us know the cost and next steps to get this accomplished.
- School Store: Danielle asked for approval from Dr. Ball to "sell" cotton candy in the tubs at the school store as a "high priced" item in addition to the gumball machines, which are increasingly expensive and hard to find. Dr. Ball approved and the board agreed. Danielle will update the school store flyer.

- Sound System Update: Allyson said all of the new sound system equipment is now in except for the wireless microphones. Allyson will press the company to hopefully have these in and the system set up before the talent show on March 23rd.
- Spirit Wear: The current spirit wear coordinator will be transitioning to the new school next year. We discussed the idea of having 1st Place Spirit Wear run our online spirit wear store. Heritage Middle School uses this company and it is a related company to the school supply company we currently use.
- Additional Event in February?:
  - The idea of an additional PTO event in February was brought up by Erinn Hartwell. She suggested a dance to be held at the school. Dr. Ball supported the idea and confirmed that we would be able to use the facility on Friday, February 10th for the dance. The board then brainstormed some of the logistics to hold the event...
    - We will need two shifts in order to accommodate more students and their parents. It was decided that the first will be from 5:00-6:30 p.m. and the 2nd following from 7:30-9:00 p.m. This allows us an hour to clean up and reset for the next group.
    - Erinn said that Tre would D.J. the event.
    - The event will be for LV students only and their parent/guardian, no older or younger siblings.
    - Price will be \$10 for the parent/student, and \$5 for any additional current LV student.
    - The gym capacity is 400, but we were told that we do not want to go near that number, and it was decided to sell 250 tickets for each session.
    - All tickets will be pre-sale online tickets.
    - We are looking to get confirmation on Monday 1/9 and hope to get flyers out immediately afterwards. Erinn said she would make the flyer. We will want the website up and running a few days after the flyers get sent home. Mandy will work with her husband and Allyson to make sure the website is ready.
    - It was suggested we call the event "Tiaras and Ties"
    - A budget of \$2,500 was set for the event based on selling 500 tickets at \$5 a piece.
    - It was decided to serve only water during the dance.
    - It was suggested that we have goodie bags made up to hand out as the students and parents are leaving the dance.
    - Decorations: Allyson mentioned that we have a lot of lights that we can hang up around the gym to decorate. A photo op backdrop was also suggested where the PTO could take pictures with the parents' phones.
- On December 14th on the PTO Board Facebook Page Allyson Small posted...
  - This post will be an official vote.

- Here's an update on the school gift card collection and distribution. We collected 117 of 150 gift cards requested. We have 150 staff (exactly) so we are 33 short. We also have 22 workers not included in that 150 count—6 front bus drivers, 4 SPED bus drivers, 4 SPED bus aides, 4 cafe workers, 3 custodians and 1 crossing guard (in a pear tree.). I would like to make a motion for PTO to purchase the remaining gift cards needed (33 @ \$10 and 22 @ \$5). We can put it in the teacher appreciation budget line with the understanding that TA "is allowed" to go over the budget by this amount by May. I will hold off until Wednesday afternoon to purchase the remaining gift cards in case we get any more turned in. Can I get a second? And if there is a second then all in favor please reply with a yes. We need at least 3/4 in favor to pass. Thanks!
  - Danielle Freeman seconds.
  - All voting in favor... Emily Corey, Tyler Wheeler, Amy Martin, Nicole Keswani, Mandy Hopkins, Alison Mitchell, Erinn Hartwell
- Motion carried. We will include this in January's minutes.

A motion to adjourn the meeting was made by President Nicole Keswani at 10:00 a.m. The motion was seconded by Alison Mitchell.