

March 6, 2023

Meeting Minutes

LONGVIEW ELEMENTARY PTO EXECUTIVE BOARD MEETING

MEMBERS IN ATTENDANCE

Co-President - Allyson Small | 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 8:14 a.m. The list of items to be discussed on the agenda include: Treasurer's Report, Reptile Ruckus, Teacher Appreciation Board and Coordinators Roles 2023-2024, Important Dates, and Ties and Tiaras Recap

Teacher Appreciation:

Emily reported that this Friday (March 10th) we will do a pizza lunch for the teachers and recess coverage tomorrow (March 7th). For April, getting Sonic drinks for the teachers was discussed. Allyson has a Google Form for the teachers to fill out their requests. This will be on April 11th. Emily said that she is in the planning stages for Teacher Appreciation Week (May 1-5th). Allyson suggested May 2nd for the 4th quarter recess coverage and said she would work in a 2nd semester related arts coverage day around that time as well.

Emily also brought up the desire to have a lunch for the 5th grade class. After some discussion, it was worked out that because we no longer have to pay for the facility for the 5th grade promotion, we could use the money in the budget to cover this cost. It was proposed that we could do this during the 5th grade picnic.

Reptile Ruckus:

Tyler reported that Little Cancun, M.A.C Daddy's, Kona Ice, Five Ladies Donuts, Monster Pops, and Domino's have all been confirmed as food vendors. The inflatables with It's Time 2 Bounce have been confirmed and the \$1,000 deposit is now due. Pony Express has also confirmed and raised his cost to \$375 this year. The Balloon Artist is confirmed for \$250. All the inflatables and games by the inflatables will be 1 ticket, cake walk 1 ticket, the balloon artist and face painting will be 3 tickets, and the pony rides will be 5 tickets. We will not ask for candy donations this year. The PTO will cover this cost for prizes.

Supplies and games need to be checked upstairs to see what else will need to be purchased. Danielle will start to reach out to secure high school students for volunteers. Tyler is reaching out to the sponsors to see if any would like to have a booth/game at the event. From 5:00-5:30 p.m. we will have the Ruckus without the Ruckus for any students needing a calmer atmosphere. General admission will be from 5:30-7:30p.m. Dr. Ball will ask about getting 3 officers for the event to work from 5:30-8:30p.m.

Board & Coordinators Roles 2023-2024:

Allyson reported that progress is being made on securing parents for the various open board positions. On March 24th, the candidates will be posted.

Dr. Ball's Request:

Dr. Ball requested financial help from the PTO to send her, the 2 assistant principals, and the math and literacy coaches to a national conference on Professional Learning Communities (PLC). This approach to learning, focused on community and student growth, is being adopted across Williamson County. Dr. Ball reported on all of the other schools in our county that received funding from their PTOs to send the administration and staff to these conferences. For 5 people to attend the cost is \$8,350, which includes transportation, hotel, and the conference fee, but not a per diem for food. Allyson proposed that we cover this entire cost this year. Alison seconded the motion, and all were in favor.

In further discussion on how we as a PTO can better serve our teachers, we talked about being able to send the individual grade leaders to this conference as well this year. Dr. Ball is looking into what the total cost would be. The PTO hopes to fund this through a restricted donation, and any excess money would roll over to fund more professional development in the future.

It was also discussed to add a line item in for future years to cover some of these costs for teachers and administration.

Important Dates:

Allyson briefed everyone on the important dates still coming up this year...

- March 7th: Recess Coverage
- March 10th: Teacher Appreciation Pizza lunch & Fun Run
- March 23rd: Spring Pictures & 4th and 5th grade Talent Show
- March 24th: Candidate Announcement
- March 25th: Campus Clean-Up 8:00-10:00 am
- April 3-7th: Assistant Principals Week
- April 11th: Andy's Spirit Night
- April 14th: Executive Board Mtg @ 8:15 am, General PTO Mtg @ 9:15 am
- April 22nd: Campus Clean-up 8:00-10:00 am
- April 28th: Reptile Ruckus
- May 1-5th: Teacher Appreciation Week
- May 4th: STREAM night
- May 12th: Kindergarten Sneak a Peek 9:00-10:00 am (Erinn will work on photo prop)
- May 17th: Field Day (instead of a basketball game, a kickball game between grades was discussed)
- May 24th: 5th Grade Promotion
- May 25th: ½ Day - LAST DAY OF SCHOOL

Ties and Tiaras Recap:

Everyone felt it was a success. Suggestions for next year include:

- Making it on a Saturday
- Have 30 minutes in between sessions, not 1 hour (5:00-6:30 and 7:00-8:30 sessions)
- Have playlist set ahead of time (not as many requests)
- Still have 2 sessions, but increase capacity to 350-400 per session

Treasurer's Report:

The treasurer's report was presented by Alison Mitchell including review of cash flow, budget, and assets for both the February 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 Erinn; all in favor. Accounts will remain on file with the Treasurer.

Other Business:

- Dr. Ball has stressed the importance of teacher morale and expressed her concern that she does not have a budget for it. It was brought up that we designate a Spirit Night where all the proceeds that we get would go into this fund. Another suggestion was that all of the money brought in from Pie in the Face at Ruckus could also go into this fund.

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