

November 4th, 2022

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 | Principal - Dr. Ball | Teacher - Mrs. Wambaugh | Teacher - Mrs. Meyers

Meeting was called to order by President Allyson Small at 8:17 a.m. The list of items to be discussed on the agenda include: teacher appreciation, remaining important dates for 2022, treasurer's report, trunk or treat recap, board roles/search committee for 23-24, and newsletter

Teacher Appreciation:

Emily said that November 15th will be a trail mix snack bar for the teachers. In December, we will again collect \$10 gift cards from families of Longview to distribute as a gift for the teachers. The PTO will also sponsor a coffee, hot cocoa and dessert bar sometime the first week of December.

Remaining Important Dates for 2022:

Allyson presented the remaining dates for the 2022 school year. The fourth-grade trunk or treat reward lunch was rescheduled for November 29th from 11 – 12:20. The gratitude tree will be finished by next week (5th and 3rd grad have submitted their leaves). Teachers will distribute the leaves to lower grade levels. The side walk sensory path is schedule for November 11th and 12th with a backup date of the 18th and 19th. A sign up will be sent out, we will need four volunteers per day. The remaining spirit nights are set for November 15th at Marco's pizza and December 13th at Culvers. November 28th the PTO board will decorate the front office and take it down by January 4th. Four volunteers will be needed. The PTO board will also find a date to either cover morning duty or classes for related arts. The winter party is scheduled for December 16th.

Treasurer's Report:

The treasurer's report was presented by Alison Mitchell including review of cash flow, budget, and assets. 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.

Trunk or Treat Recap:

Tyler presented that trunk or treat made \$1685 with 84 pre-sale wrist bands and 253 sold the night of the event. A total of 37,000 pieces of candy were donated and we almost ran out. The lights will be requested again for next year as it made the path easier to see and bigger. We will need arrows to direct flow next year. We will ask all trunks to start with a bowl of candy and add it to the flyer. Presales will be closed the day before.

Board Roles/Search Committee for 23-24:

Allyson presented that the PTO needs a search committee to start looking for new board members when the rezoning occurs. The executive board requires four members (president, VP, secretary and treasurer) to function. Danielle will send an email to volunteers gaging interest in serving on the board or coordinator roles.

Newsletter:

Nicole presented items for the winter newsletter. The newsletter will include the following: teacher appreciation gift card donations, box tops, badge making day rescheduled to November 29 from 9-10am, school store signup for 2023, book fair December 1st-9th, winter parties, outdoor learning pavilion, and thankful for volunteers.

Other Business:

- Nicole presented a motion to order brag tags for chorus, math club, and other activities similar to student council, all were in favor
- PTO discussed paying for all student field trips.
- Mandy presented that we possibility alter invest for next year and offer family discounts or the possibility of a family member buying an invest shirt.

A motion to adjourn the meeting was made by President Allyson Small at 9:10 a.m. The motion was seconded by Nicole Keswani.