

October 7, 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 | Recording Secretary - Amy Martin | 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: Invest Update; Teacher Appreciation; Treasurer's Report; Outdoor Learning Pavilion; Trunk or Treat; Sensory Walk; School Store Update; School Supply Kits; Agendas for 2023-2024

Invest Update:

Mandy announced that Invest is all done and top teachers have been notified. We are just waiting on the last round of shirts to come in to deliver to the students. Students that were "invested" via donation will be notified when the shirts come in.

Teacher Appreciation:

Emily said that October 21st will be a tailgate theme lunch for the teachers. The sign-up for donations for the lunch is going well. The lunch will be in the conference room. November is possibly going to be a fiesta lunch, but that is still to be determined.

Treasurer's Report:

The treasurer's report was presented by Alison Mitchell including review of cash flow, budget, and assets. It was announced that we received a check for \$412 from Andy's for our spirit night. 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.

Outdoor Learning Pavilion:

Allyson presented the 2 quotes that we were given for the construction of the outdoor learning pavilion. She had visited another school's pavilion in Williamson County that was built 2 years ago for about \$47,000 by the same company. Her hope had been for something very similar for the one at Longview. The company stated that costs had gone up a bit in 2 years, so \$60,000 was budgeted for the project. The 2 quotes were for \$84,670 and \$88,670 and it could not be completed in phases. Allyson took a board vote, and none were in favor of moving forward with

the build, and all were opposed due to the extreme increase in cost. Dr. Ball was asked if there were any big items needed for the school if we did not use this money for the pavilion. Dr. Ball stated that the school is in desperate need of new carpets for the classrooms that are all 10+ years old that the county will not replace. This is being looked into.

Trunk or Treat:

Tyler stated that there are 29 trunks registered for Trunk or Treat (15 family, 6 sponsors, and 8 teachers/faculty). We have the capacity for 34 total trunks. Tyler got 6 big lights donated for the event so that we are able to spread out the trunks better this year. Dr. Ball will have the backlot cleared by 4:15 that day. The lights will be delivered at 4:30 pm. Trunks can start setting up at 5:00 pm. The goats will be there again this year. The current count of candy is about 12,400. A reminder to send in candy will go out through Dr. Ball's newsletter. The PTO will buy all the remaining candy needed that week. All the trunks were asked to bring along their first bucket of candy to hand out. We expect 1,000+ kids to come through. We will have some non-food items (coupons, spider rings, etc.) to hand out as well. Allyson is contacting Sonic and McDonald's for more coupons.

Invested kids will get their wristbands delivered in an envelope to them in school on Wednesday and/or Thursday that week. There will need to be a list of all invested students at the front gate that night as well. Children 2 and under are free. Danielle is working on volunteers. We do not have any student volunteers signed up yet, but we do have some parents. We will need volunteer help with setting up the pumpkins and with refilling candy at all the trunks. We are planning to vote again the same as last year with boxes at each trunk and handing out tickets at the gate for each person with a wristband to vote on their favorite trunk. It was also discussed to have a handout prior to the event that shows where everything is located so that the night of families are aware where the pumpkin contest is and where certain trunks are located. Board members are planning on being at school at 10:45 for morning set-up, and then back in that afternoon by 4:30 for the rest of set up.

Sensory Walk:

Allyson and Nicole have walked out and measured the area on the concrete in front of the playground for a sensory walk. It will be a 2 day job to complete. The first day will be powerwashing the area, the second day will be painting. The dates they are looking at are November 11th and 12th and will need about 6 people to help. Dr. Ball will provide the water key. Other items needed or purchased for this were the stencils, concrete paint, sponge rollers, and some paint brushes.

School Supply Kit:

Allyson has spoken with Matt at First Day School Supply. After a vote, all were in favor of going with the same company again. This company has also offered to run our school spirit wear store online next year if we were interested.

Agendas for 2023-2024:

We voted to go with the same company again for the agendas to lock in prices. We will not need to order as many next year with the new school set to open and pull some of the Longview students. We agreed to order 300 next year at \$2.34 per agenda.

School Store Update:

Danielle said the school store is very busy! Volunteers have been doing well and the system in place is currently keeping things moving along. Due to Tuesdays being so busy, the two 2nd grade classes in the other hallway will now switch their school store day to Wednesday to hopefully balance out the days better. Dr. Ball will let these teachers know their school store day has changed. Danielle is on the lookout for more gumball machines at reasonable prices, so we were all asked to be on the lookout for them.

Other Business:

- Top 5 Teacher Lunch: The teachers are going out to eat off campus for their reward lunch on Thursday, Oct. 20th. The PTO board will cover the classes during this time. Allyson is sending out a note for the board to sign-up for a class.
- Walk to School Day: Coach Nichols asked for help in organizing the National Walk to School Day on October 19th. Danielle is reaching out to Coach Nichols to see what he needs in terms of volunteers, and the PTO will be providing healthy snacks.
- Bulletin Board: Allyson asked Dr. Ball for permission to use the bulletin board outside of the cafeteria for a "Thankful Tree." She plans on sending a handout of a leaf home to kids to fill out what they are thankful for and bring it back to school to hang it on the tree. Allyson will let room parents know that this is going home so that they can assist with it as well. The hope is to send these home the week of 10/24.
- Landscaping: Allyson brought up the need for a couple of dead trees to be pulled by the marquee, some trees need to be trimmed, and the front flower bed needs to be revamped. Alison Mitchell offered that she and her husband could pull the dead trees. We will need a handful of people to help when we decide on a day to work on it.

A motion to adjourn the meeting was made by President Allyson Small at 9:30 a.m. The motion was seconded by Tyler Wheeler.