

## E.O. Muncie Elementary School PTO Board Meeting--November 28, 2017

### Call to Order

In attendance were: Marissa Horvath, Holly Magrath, Alicia Berry, Cherese Manns, David Horvath, Britny McDonald, Collin Fisher, Karrie Weaver, and Amy Whitaker.

### Welcome

### New Business

#### A. Christmas Ornaments

- a. Voted via email to purchase on behalf of classes
- b. Marissa sending email to teachers to submit order from Oriental Trading to her
- c. Marissa will submit one large order and pay invoice **Ornaments will arrive 12/4.**
- d. \$0.60/student = approximately \$210 total

#### B. Box Tops

- a. Current balance: \$643.90
- b. Where can we spend this? **Velvett suggested games for inside recess, perhaps a primary and intermediate set on carts.**
- c. Send procedure recommendation to Marlene (have teachers place in a baggie, with their name, and place directly in PTO mailbox). **Cherese will ask if student council members could collect box tops monthly. Suggestions are to have a drawing for each class; PTO has prizes in the closet and in the cabinet in the workroom. Alicia will copy forms to go home to make families more aware that we are starting up again after break.**
- d. Marissa will submit them in January/February, and winning team will earn a pizza party.
- e. Should we market this to classes? **Yes!**
- f. Tally/count box tops each month at PTO meeting. **No! Karrie is going to take over Box Top counting!!**

#### C. Budget

- a. Balance today: **\$7250.59**
- b. Profits over next few months:
  - i. Christy's Candles: approx. +\$Amy (to be used to fund Santa Bucks for candle sales?)
  - ii. Santa Store: approx. +\$200 (to be used to fund kids who don't have any Santa Bucks?)
  - iii. Winter Festival: approx. +\$2000? (Marissa, can you see what type of deposit we made last year with profits from fair?)
  - iv. Art to Remember: approx.. +\$1000
  - v. Christy's Candles: approx.. +\$2000
- c. Costs over the next few months:
  - i. Christmas Craft Ornaments for Kids by Teachers: -\$210
  - ii. Spell Bowl T-shirts: -\$150

- iii. 12 days of Christmas (what we don't get donated): -\$200?
- iv. Holiday Monetary Gift to Teachers: 40 staff at \$50 each = -\$2000
- v. Winter Festival:
  - 1. -\$300 (3 bounce houses @\$150 a piece, with one donated by Chandler Chevrolet)
  - 2. -\$85.00 (Holly-winter craft table)
  - 3. -\$150 (Abby Geertz face painting)
  - 4. \$0 (Holly-supplies for sucker tree paint)
  - 5. (Glow Party supplies, who is heading this?) **Carla Cheatham is interested in heading this up!**
    - a. Cost
    - b. Head
  - 6. -\$ (Kerri-Penguin Pond: supplies, candy)

#### **D. Christy's Candles Implementation Update**

- a. Candle sales introduction to students by Amy.
- b. Santa Store and Bucks introduction to students by Amy
- c. Amy communicated info to teachers as well. **Order forms are due tomorrow; Amy will tally candle orders and copy order forms. Candles will be delivered 12/18; school will communicate exact times and locations for pick up on 12/19 and 12/20. Holly can help after 5:00pm, and Cherese (and Libby) will help if needed.**

#### **E. Raffle**

- a. Themes/Items--**Class projects (class picture, framed and matted). Marissa will take class pictures (17), and Holly will label with class year.**
- b. At Winter Festival **Raffle baskets in front of each frame/picture**

### **Old Business**

#### **1. Fundraisers**

##### **1. Christy's Candles**

- a. Began 11/20/17
- b. Ends 11/29/17 (with final orders accepted until Friday, 12/1/17).
- c. Who will count sales per student? **Friday, 12/1 at 5:30 door #3--Amy, Karrie, Julie, Marissa, Kerri, and maybe Holly will help count sales and mete out Santa Bucks**
- d. Who will distribute Santa Bucks?
  - 1. For every \$25 worth of candles/melts sold, students will earn \$2 Santa Bucks (\$50 = \$5SB, \$100=\$10SB, \$200=\$20SB)
- e. Candles will be delivered Monday, 12/18.
  - 1. Volunteers to sort candles and organize individual students' orders.

##### **2. Art To Remember**

- a. Marissa will touch base with the company and establish a timeline by the next meeting.
- b. Timeline: Special paper arrives in early January. Final art is returned mid-March. Products arrive at school in time for Mother's Day.

- c. Mr. Horvath: Teacher to head up the in-school end of this fundraiser?  
**Cindy Robinson approached Amy about leading this effort.**

### 3. Santa Store

- a. 12/13 and 12/14 as Santa Shop days
  - 1. Recommended each class gets 30 minutes
    - 1. How? 2 classes at a time? Shop hours discussed at last meeting: 12:00 - 2:30 in the extra first grade classroom. We will pair up K and grade 3 together for helping purposes. **Cherese made a suggestion to have a handful of older, grade 4 students help with K and 1 shopping.**
    - 2. Create sign up for time slots **Amy will do this.**
    - 3. Communicate to teachers **Cherese will speak at the faculty meeting**
  - 2. Who will work the store? Need cashier and helper
    - 1. Alicia & **Marissa**: December 14<sup>th</sup>
    - 2. Volunteer for December 13<sup>th</sup>? **Karrie will work! Holly will work both afternoons.**
- b. Received chairman box: money envelopes, posters, letters, instruction manual, free kids bucks, and volunteer gear
- c. Send letters out to parents and distribute money envelopes to students
  - 1. How/who? **Each teacher will get letters to send home with students, and Marissa will send a digital copy of the letter to all teachers so that they can include it in their weekly newsletter. Holly will create a letter with dates, location, and time. Students will bring money (or Santa Bucks) the days of the shop. Alicia will print them up. Alicia/Amy will divvy them up in teachers' mailboxes.**
- d. Receive merchandise week before and 3 sized gift bags, table cloths, return labels for unsold merchandise, and tent cards with price
- e. Hang posters and set up Santa Store
  - 1. Who/when?
- f. Showcase items in the display case by the front office as soon as merchandise arrives week before-OR-set up the classroom and have kids visit to window shop the week before? **We'll utilize the glass case. Holly will set up the display for us.**
- g. Santa Bucks will be meted out on 12/4.
  - 1. How/who?
- h. Shop will be open 12:00 - 2:30 in the extra first grade classroom. We will pair up K and grade 3 together for helping purposes
- i. Return what we don't sell with return labels they've provided
- j. Invoice ourselves-use no-count inventory-don't count stuff going in or out: We pay them what we owe for merchandise
- k. For kids who don't have money: Special offer from the vendor-\$100 free kid bucks to be given out to kids with no money or short a couple bucks
  - 1. How do we handle this?? Teachers know who needs extra help? Can we ask teachers to give us an idea of which kids won't have

any money to spend? We could also use the mark-up earned to help these students? Thoughts??? **Any student who doesn't have other money to shop will get \$1 from the PTO. PTO will get \$1 Santa Bucks to teachers to distribute to students in need.**

### C. Gifts to Teachers and Staff

#### 1. Lunch

- a. Before Christmas break--Wednesday, 12/13/17
- b. Marissa Horvath will mobilize parents via SignUpGenius
- c. Karrie Weaver is in charge of set up; Holly will be her assistant.
- d. Amy Whitaker will do clean up.

#### 2. 12 Days of Christmas gifts

- a. Karrie--will send Marissa a list of items needed for raffle-style gifts. **Karrie is working on the tags and will purchase the extra gifts.**
- b. Marissa will organize parents to donate using SignUpGenius.
- c. Alicia and board will buy other gifts. Ideally we'd have a total of ~36 gifts to distribute.
- d. Day 1--Sprite; 2--candle; 3--story; 4--candy canes; 5--ornament; 6--cocoa and gloves; 7-- ?; 8--cookies; 9--gloves; 10--Rice Krispy treat; 11--?; 12--popcorn and Family Video card
- e. Timeline: Day 1 is December 4th.

#### 3. Holiday monetary gift to each teacher.

- a. Marissa will write \$50 checks to each teacher; she will get a list from Mr. Horvath.
- b. Timeline: hand out at lunch on 12/13.

### D. Winter Festival

#### 1. Friday, February 2, 2018--5:30 - 8:00

#### 2. Refreshments

- a. Kona Ice--Amy is waiting to hear back; they are trying to determine if they will have enough business to be open for the season. There is a machine in the PTO closet. Buy syrups from Sam's. **Test the sno-cone machine to make sure it works. Look into borrowing one from Madison Assembly of God (through Cheresé). Amy will follow up with Kona Ice.**
- b. Pizza
  1. From where? Who will order? **Britny will call Pizza Hut and Domino's; Julie will ask her daughter about Papa John's deals (cheese and pepperoni)**
- c. Water
  1. Teachers
  2. Who will communicate this request? **Amy will do this after break.**
- d. Popcorn **Alicia will get GA to buy popcorn.**

#### 3. Games/Activities:

- a. Sign up sheets for teachers and parents to man booths
  - 1. Volunteer?
- b. Letter to parents about Festival requesting (K-glowsticks/necklaces, 1&2-little debbies for cakewalk, and 3&4-pops for pop toss)
  - 1. Volunteer? **Holly will create a flyer after break. Marissa will 'advertise' on Facebook.**
- c. Winter craft table
  - 1. Holly
  - 2. Penguin Poppers **She had a prototype for us to play with tonight :)**
- d. Face painting
  - 1. Abby Geertz **We are on her schedule!**
  - 2. Casey Stewart's mom **We have her booked for \$50/hour.**
  - 3. Holly will be manning the craft table?
  - 4. Consider limiting selections to winter themes and ones that require less time to complete (who will communicate this?)
- e. Glow party--students will wear white or neon clothes **Carla Cheatham has volunteered to head up the glow light party; Cherese will be her assistant.**
  - 1. Black light bulbs from High School PTO? **Ask Carla to check on this--go through Jill Deputy.**
  - 2. Glow necklaces: **Kindergarten parents can supply glow sticks.**
  - 3. Music: KidzBop CDs
    - 1. Anyone have any of these? Does the school? Or can we just use youtube?
    - 2. Are a computer and speakers available? **Yes**
  - 4. Do we need a vendor?
  - 5. Which room? **Extra room in A wing--same room as Santa Shop**
  - 6. Alicia's Christmas projector light idea **Yes!**
  - 7. **Talk up this idea to encourage students to get them to kindly bug their parents to come to the glow party and festival.**
- f. Bounce houses (3-4)
  - 1. Sullivans-3 houses
  - 2. One house donated by Chandler Chevrolet: \$150 **Carla, Cherese, and Holly will approach other businesses to donate part of the cost in exchange for free advertising at the festival.**
- g. Pop toss
  - 1. **Parents of grades 3-4 can supply pop--2 liter bottles**
- h. Sucker tree--GAB will donate suckers. Holly will paint in a winter scene.
- i. Penguin pond
  - 1. Karrie Oriental Trading for floating penguins order? **She is taking care of this.**
  - 2. Decide on what they swim in? **Karrie will buy a long tote** Best place for game? **Hallway to side of gym** Towels?
  - 3. Give students candy as prizes (red dot = starburst; yellow dot = something bigger; blue dot = really good candy!).

4. Volunteer to buy candy? **Karrie**
- j. Cakewalk
  1. **Parents of grades 1 and 2 can supply Little Debbie-ish snacks**
  2. Do we have the game? **Amy will check the PTO closet and get with Michele Ward, if needed,**

#### 4. Fees

- a. Presale: \$7.00, at door: \$10.00. Food will cost extra. **All teachers will turn in money to PTO mailbox daily. Each teacher will keep a Google Doc of names of students who've paid (and total number of wristbands they need)**
- b. Wristbands-Do we have any? **We need to order wristbands.** Purchase the wristbands at the Tiger Buck Store in January.
- c. **We want to advertise the festival! We will attempt to design t-shirts for teachers to buy and wear (to be worn with jeans). Holly will design them.**

#### E. Veterans Day

Thank you to Holly Magrath and volunteers who served at the breakfast!!

The next meeting will be Dec. 19 at 6:00 in the EOM Learning Commons. All are welcome! We will make an attempt to provide childcare (but it will be finals week!).

#### Adjournment

The meeting adjourned at 7:26pm.

Respectfully submitted,

Amy Whitaker