

E.O. Muncie Elementary School PTO Board Meeting—December 19, 2017

Call to Order--**The meeting was called to order at 6:05 pm.**

In attendance were: **Karrie Weaver, Alicia Berry, Holly Magrath, Marissa Horvath, Melissa Scott, Carla Cheatham, and Amy Whitaker**

Welcome

New Business

- A. Treasurer's Balance-Marissa **No update tonight; hold for more information at the next meeting.**
- B. Box Top Balance-Karrie **No update tonight, but renewed response has been great!**

Old Business

- A. Santa Store-Finished!
 - a. Report **Update on Santa Store: We will survey the teachers for pointers to improve the process next year.**
 - b. Thanks to all who helped!
- B. Teacher's Lunch
 - a. Well received!
 - b. Thanks to all who donated and helped!
- C. 12 Days of Christmas
 - a. Report **One day left. Thanks to Mr. Horvath for delivering the gifts each day.**
 - b. Thanks to all who have helped!
- D. Holiday Monetary Gift to Teachers **This was much appreciated :)**
- E. Art to Remember
 - a. Timeline **Marissa is in touch with the company; will get process going in the school in January**
 - b. Mrs. Robinson lead **Thanks for approaching us about helping, Mrs. Robinson!**
- F. Winter Festival: Friday, February 2nd 5:30-8 p.m.!! **All items below must be attended/completed/organized to prior to next PTO meeting: January 9, 2018.**
 - a. Setup
 - i. Create a MAP of event tonight: Holly Thursday night, February 1st
 - 1. volunteers **needed for picture raffle, snow cones, pizza, and cleanup in cafeteria; craft table, glow party, bounce houses x 4, pop toss, sucker tree, penguin pond, cake walk, and wristband table**
 - ii. Friday afternoon, February 2nd?
 - 1. volunteers **needed from 3:00 until festival for set up**
 - b. Raffle

- i. Marissa-Class Picture Due? **Mr. Horvath will make a schedule for taking a class photo of each class.**
 - ii. Holly-Labels on frame Due?
 - iii. Who will mat and frame? **Holly will mat and frame the photos. Holly will get mats to teachers right after break; it will be teachers' choice on how to personalize the mat.**
- c. Kona Ice? **Kona Ice is probably a no-go; Amy will cancel Kona Ice. Karrie will purchase syrups from Sam's. Amy will check to make sure our machine works and if we have cups; she'll contact Karrie soon with a final update.**
- d. Pizza:
 - i. From where? Who will order?
 - ii. Report: Britny-Pizza Hut and Domino's; -Papa John's deals (cheese and pepperoni) **We need 15 cheese and 15 pepperoni**
- e. Water: **Amy will send a reminder to communicate request after break to teachers**
- f. Games/Activities
 - i. Sign up sheet for teacher and parents to man booths: **Amy will create a sign up sheet for all booths and activities**
 - 1. Who will distribute to teachers: **Amy will send a Google Doc around to teachers.**
 - 2. Who will distribute to parents:
- g. Flyer/Letter to Parents
 - i. Holly: to parents requesting items needed
 - ii. Marissa: advertise on FB
 - iii. Poster contest: **Carla Cheatham will head this up. 1 winner per grade level will get a free wristband. Set to begin on 1/8/18.**
- h. Winter craft table: Holly
- i. Face painting: Abby and CS's mom
 - i. Who will communicate: winter themes and quick? **Amy will set parameters with Abby Geerts from Amazing Faces; Mr. Horvath will talk with Casey's mom. We will be careful and kind :)**
- j. Glow party
 - i. Carla Cheatham has volunteered to head up the glow light party; Chereese will be her assistant. **They will set up in rm. 416 on the Wednesday night before the festivities.**
 - ii. Need black light setup solution: PTO will fund? Carla purchase?
 - iii. Music: KidzBop CDs
 - iv. Necklaces: Kindergarten **Marissa will order the necklaces from OTC.**
- k. Bounce houses (3-4)
 - i. Update: Carla, Chereese, and Holly will approach other businesses to donate part of the cost in exchange for free advertising at the festival. **We are not allowed to solicit some businesses ourselves; it must go through Mr. Horvath/admin first. If smaller businesses want to donate, we will put their company name on a sign next to the bounce house.**

- I. Pop toss
 - i. Pop: grades 3-4. **The note to parents will specify 2L.**
- m. Sucker tree
 - i. GAB will donate suckers.
 - ii. Holly will paint in a winter scene.
- n. Penguin pond: Karrie Weaver
 - i. Order from Oriental Trading for floating penguins **Karrie has already ordered these.**
 - ii. Long tote & decide best place for game? **To be placed by outside doors by music room** Towels?
 - iii. Give students candy as prizes (red dot = starburst; yellow dot = something bigger; blue dot = really good candy!). **PTO will reimburse Karrie for picking up candy/prizes**
- o. Cakewalk
 - i. Cakes: Grades 1 and 2 **Karrie will purchase some Little Debbie's for back up.**
 - ii. Game: PTO closet (Amy)? Michele Ward? **Amy will check on this!**
- p. Fees
 - i. Presale: \$7.00: When to begin? **Begin presales on 1/15/18.** Who will communicate at school to teachers? 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). **We will keep all wristbands at school until the night of the festival.**
 - ii. Wristbands: Volunteer to order wristbands **Marissa will purchase 700 wristbands.**
 - iii. Design t-shirts for teachers to buy and wear (to be worn with jeans): Holly **Marissa will check on prices through CustomInk.**

The next meeting will be focused on the festival and will be January 9, at 6:00 p.m. in the EOM Learning Commons. All are welcome! We will make an attempt to provide childcare.

Adjournment **The meeting was adjourned at 6:47 pm**

Respectfully submitted,

Amy Whitaker