

## **E.O. Muncie Elementary School PTO Board Meeting—January 9, 2018**

Call to Order. **The meeting was called to order at 6:07 pm.**

In attendance were: **Alicia Berry, Melissa Scott, Cherese Manns, Holly Magrath, Naveen Gadagi, and Amy Whitaker**

### **Welcome**

### **New Business**

a. Treasurer's Balance-Marissa **\$9709.00**

b. Box Top Balance-Karrie

### **Old Business**

a. **Santa Store**-Survey for teachers

i. Results: Alicia requested from vendor **We did make several hundred dollars, but the primary purpose was to be a gift for the students. We will try to develop a survey shortly.**

b. **Art to Remember**

a. Update: **Cindy Robinson is our go-to now. She'll get us information on a need-to-know basis.**

c. **Winter Fest:** Friday, February 2nd 5:30-8 p.m.!! **Note the official name: Winter Fest.**

a. **Setup**

i. Create a MAP of event tonight: Holly Thursday night, February 1st **Holly is in charge of this.**

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. Snow cones **Our machine works! Alicia will call Karrie about purchasing syrups, cups, straws, and spoons from Sam's.** One big scoop of ice in a chili bowl for \$1.00 .

d. **Pizza:**

We need 15 cheese and 15 pepperoni **Cherese will call for final price check and place the order. One slice of pizza for \$1.00.**

e. **Water: Amy will invite teachers to donate at our faculty meeting on 1/10/18**

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 **at the faculty meeting.**

2. Who will distribute to parents: **Once teachers fill in spots to volunteer, Amy will create an attachment for teachers to send home with weekly newsletters. The backup plan will be to do a mass email or Sign Up Genius. Amy will also check with high school groups/sponsors (soccer, FFA, NHS) to see if students want to help.**

g. **Flyer/Letter to Parents**

i. Holly: to parents requesting items needed **This will go out on 1/16/18.**

ii. Marissa: advertise on FB; **Holly will send reminder home via teachers and students on 1/29/18.**

iii. Poster contest: **Carla Cheatham is heading this up. 1 winner per grade level will get a free wristband. Set to begin next week.**

h. **Winter craft table: Holly under control**

i. **Face painting:** Abby and CS's mom

i. Who will communicate: winter themes and quick? **Amy made parameters clear with Abby Geerts from Amazing Faces;** Mr. Horvath will talk with Casey's mom. We will be careful and kind :) **Checking on this**

j. **Glow party**

i. Carla Cheatham has volunteered to head up the glow light party; Cherese will be her assistant. They will set up in rm. 416 on the Wednesday night before the festivities.

ii. Need black light setup solution: **Carla has lights (and will check to see if they work :) )**

iii. Music: KidzBop CDs

iv. Necklaces: Kindergarten Marissa will order the necklaces from OTC.

v. t-shirts - **Cherese will send email to see if teachers would be interested in purchasing a shirt for \$12**

**k. Bounce houses (3-4)**

i. Update: **2 donated, 2 will be purchased by PTO.**

**l. Pop toss**

i. Pop: grades 3-4. The note to parents will specify 2L. **3rd 2 liters and 4th 20 oz.**

**m. Sucker tree**

i. GAB will donate suckers. **Check**

ii. Holly will paint in a winter scene.

**n. Penguin pond: Karrie Weaver will check on this**

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! **Amy will check on this**

**p. Fees**

i. Presale: \$7.00: At the door: \$10.00. Begin presales on 1/17/18. 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. **Holly will prepare**

**one flyer with presale, ads, other info. Chereese will talk with teachers about presale and documentation Changed date to 17th**

ii. Wristbands: Volunteer to order wristbands Marissa will purchase 700 wristbands. **At the door, wristband will cost \$10.**

iii. Design t-shirts for teachers to buy and wear (to be worn with jeans): Holly Marissa will check on prices through CustomInk. - **Chereese will check on teacher interest and report to Holly**

The next meeting will be focused on the festival and will be January 30 at 6:00 p.m. in the EOM Learning Commons. All are welcome! We will make an attempt to provide childcare. **Next Meeting 1/30/18**

**Adjournment The meeting was adjourned at 7:15 pm.**

Respectfully submitted,

Amy Whitaker and Chereese Manns