

1/30/2025 - January/February 2025 Board Meeting Agenda

**Attendance: Amanda Knipp, Holly Sun, Jamilyn Liebler, Ashlei Holton, Beth van Dyk,
Kristin Lester, Allie Spencer**

Committee Chair Agenda

- Book Fair-Allie Spencer
 - Scholastic Dollars - \$133.50 left to spend; AS will remind Ms Trass about this balance available to her. AS will also ask her the maximum amount of Scholastic Dollars she prefers for this year.
 - Little Library addition - Will be a gift from the PTO and stocked with books for all ages; will be installed in circle outside school; ask student council to help keep an eye on it (structure and content).
 - Teacher vouchers - distributed \$10/teacher for 12 Days of Cornelius
 - All for Books Ideas - Cheryl helping with this again this year and will reach out to PTO to discuss ideas. AK has reached out to admin for feedback and ideas.
 - Volunteers - AS will post a Signup Genius (mid to late February) as well as reach out to past volunteers.
 - Ask two 5th graders / student council members each day to help with morning shift 8-8:50am (bagging, register, line management); AK will ask Ms. Hefner about this.
 - Raffle - Nina's Boutique? English Smith hairstylist? AK and AH will reach out to both to discuss donating a teacher basket.
 - Teacher eWallet
 - Last year, there was confusion regarding parents contributing to the teacher eWallet thinking they were putting funds in their student's eWallet.
 - Discussion regarding continuing teacher eWallets vs communicating it in a different way to provide additional clarity. Consider concentrating solely on teacher wish lists instead. Decision: Teacher wishlist only, no Teacher eWallet this year.
 - Consider teacher wishlist baskets at Book Fair from which parents can select/donate. Decision - keep process from last year with trifold and wishlist slips of paper.
 - AS chatting with women from Scholastic on Monday and may have additional information or questions post meeting.
- CTA-Tiffany Rhodes
 - Ensemble participants drawing - not necessary
 - Permission slips (Holly)
 - AK to give access to HS

- Permission slips for all participants
 - AH will make the stars; HS to provide participant list to AH
 - Program - KL to help
 - List anyone who is authorized to pick up student; will be checking ID the first pickup only
 - PTO will determine order of acts (based on props)
 - Ensemble performance will be the middle act
 - HS to provide song list to AK for admin approval
 - All acts should be 90 secs. Parent to provide cut of song or we will default to using first 90 seconds of song.
 - Rehearsal volunteers
 - TR, HS students (same group for rehearsals 4-5:15 weekly, 4-5:30 for dress rehearsals), AK
 - JL: 2/6, 2/13, 2/27, 3/19, 3/20
 - AH: 2/20
- Vendors (Hungry Howies, Ice Cream Truck, Davidson Flower Company)
 - Who will contact: AH will contact HH, AK will contact DFC
 - Hungry Howies offers cookies; may not need the ice cream truck
- Run of Show/costumes/props/step and repeat - TR sourcing
- Initially 10 kids registered for Ensemble specifically - sent out email to solo/small group to see who are interested in doing both; total for ensemble are 16-18 now (weekly club)
- 27 solo/small group acts registered (~ 45 students)
- No tech participants; TR's son will run the tech as needed
- TR provided ROS for Ensemble and agenda for rehearsals
- Amazon list for costumes and props to review
- Step and Repeat - ordered? Will check with TR.
- Vendors - AK will discuss with TR regarding reaching out
- Pizza/snacks provided during dress rehearsals by PTO; AK to coordinate
- Yearbook- Meghan Stamper/Randi Young
 - Scrapbook Theme - Randi and Meghan have started the design and seem to be doing fine with the software.
 - Production update
 - Candid link, Beth? - BVD will send candid link to AH to post
 - Sales start/end date
 - Sales link - send out ASAP once contract finalized. Cut off date - mid to late April?
 - AK has reached out to contact at Carolina Photography with questions and is waiting on a reply for final contract to sign. Pictavo has been very responsive.

- MS/RV unable to make meeting today; AK will reach out to them for updates.
- Art Expo-Ashlei Holton
 - Theme - spring, art of renewal, all art made with recycled materials; 5th grade doing dragon sculptures and self photography (should hopefully be printed/matted by Art Expo)
 - Needs/volunteer dates March 10-12/13 - JL coordinating with HS students; will plan M-Th but may be done by Wednesday 4-5:30pm? AK will ask Admin if we can approve volunteers coming in during school hours instead.
 - Supplies ordered/invoice to Beth for records; AH will reach out to Ms Gibson for invoice receipt to give to BVD
 - Hallway space/library space/yearbook cover winners bulletin
 - Black History Month posters - may have to relocate?
 - Discussion regarding artwork hung in hallway where CTA Green Rooms will be - will get divider to direct traffic
- DD-Erica Stanczuk (AK to meet with Erica/Cheryl on 1/31): 2/8, 6-9pm
 - Budget
 - Volunteer/needs
 - Setup Friday 2/7 right after school - signup filled
 - Monitoring/help 2/8
 - DJ/Photographer - planning to do
 - Friday Setup/Day of Board responsibilities
 - JL/BVD - volunteer to sit at the front and check in names
 - Coat rack - JL will ask Emily Reeder
 - Face painting will be provided
 - Make sure no parking at Inspire
 - Officer Rowe attending
 - Cash box/Square - will need to determine logistics
 - Jennifer Sipp to chair Son Dance
 - Advocacy Tickets - Ms. Cunningham requested (approved) and will provide numbers.
 - Parent provided a \$1000 donation specifically for the Advocacy Fund. BVD will find donator information and provide to AK to thank and provide donation receipt.
 - Rebecca's time

Board Update Agenda

Financial Update: Beth

- Card and Hospitality Reimbursement check to BVD
- Daughter Dance Sales
- Needs
 - Tomme VISA gift card for \$297.74 (\$300) - BVD to order
 - Reimbursement VISA gift card for Holbrook \$242.86 (\$250)
 - Payment for Tom Thelan (Mental Health Assembly March) - \$5500 payment due end of February (50% to book by credit card, balance by check); Leaves a little over \$1K in budget
- **PROPOSED REQUESTS: VOTES NEEDED**
 - Teacher refresh gift cards (All staff or just homeroom and specials) - under Professional Development / Grant budget; BVD to order and coordinate with HS to distribute
 - \$100 for Home Room and Specials
 - \$50 for all staff
 - Earmark additional funds for PTO to use on teacher wishlists, book fair fulfillment
 - Gibson BHM party - PTO to fund (\$100 VISA gift card)
 - Mr. Ryan/Brittini Hagerman PowerTime reimbursement - PTO to reimburse expenses, AK to reach out to get total amount spent; reimburse via check
 - T/TA of the year gifts - \$100 per recipient VISA gift card
- Consider upping budget
 - Hospitality to \$8,000 (move "Back to School Soup Lunch" under Hospitality instead of PTO Hospitality)
 - Professional Development/Grants to \$20,000
 - PTO Admin
 - School improvements to \$4,000
 - Move Little Library under this budget (~\$750)
 - Sunshade or more secure awning

Fundraising: Holly

Communications: Ashlei

- Teacher of the Year/Assist post - done
- DD, CTA/Art Expo, Book Fair, Yearbook - done except for Yearbook, still need more information - AK
- CTA Talent Show permission slip - HS
- Tours - on CES website, shared on PTO website; after 2/6

- Election announcement to public
- 5th grade field trip - remove from website

Secretary: Kristin

- Meeting minutes format and Drive storage
- Lounge Restocked
- Bulletin Board Photos and Update (remove Brammer/New teachers pics) - AK will contact admin to ask teachers about using Yearbook photos
- Teacher bathroom supply refresh (3) - HS
- Marquee - update after DD 2/8
 - Tours - no
 - 2/17 No School
 - 2/20 - 2nd/3rd grade performance
 - 2/26 Early Release

General Updates

- Board Positions and Elections/Elections sheets
- Tours 9:00am
 - Jan 29th - AK
 - Feb 5th - AK
 - Feb 12th - AK
 - March 12th - JL
 - April 9th - JL
 - May 14th - AS
- Hough Scholarship - JL
 - Contact Dean of Students at HS to pass out applications to senior students
 - Provide flyers for student council to distribute/post
 - Present award at assembly - JL, AK
 - Typically due in April, start process end of February
- Mental Health Series/Tom Thelan March
 - Teacher mental health presentation?
- Beginners Day (new Kindergarteners) - 4/9
 - Swag: AK to propose
- Tomme gift card for grade performances? - no
- Beautification Spring Clean Up date, TBD
- Spirit Week, on the next admin agenda (Feb 10-14); working on details and graphic to share / print
- Admin Meeting updates
 - Show Choir is done for the year

- 5th Grade Liaison Karen Zicco, working with Happy and Paul Redd
- Ms Bunyan requests office chair - AK will touch base with admin before approving
- Volunteer Event - HS to provide option/ideas; include a photo moment for volunteers
- PTO board updates - positions for next school year
 - HS to end VP of fundraising after 2024/2025 school year
 - AK president term is up after 2024/2025
 - JL president
 - AH communication
 - KL secretary
 - BVD treasurer term is up
 - Need:
 - Treasurer
 - President Elect
 - Fundraising
 - Elections Feb-March: AH will push out interest announcements