

# **March PTO Board Meeting Minutes**

Date/time: Friday 3/6/2026 @ 9am

Attendance: Jamilyn Liebler, Lauren Pleiss, Allie Spencer, Jackie Davenport, Kristin Lester, Colleen Wanemacher, Amanda Knipp, Holly Sun, Bekah Wyman

## **Committee Updates**

### **1. 5th Grade Party**

- a. Committee chairs (present): Holly Sun, Amanda Knipp
- b. Committee member at meeting: Bekah Wyman
- c. Date: June 8 (note: 5th grade promotional ceremony on June 9)
  - i. Dates got switched from original and were communicated by Ms Warren - Jamilyn to triple check dates before confirming vendor and publishing schedule
- d. Theme: Carnival
- e. Original budget: \$1,000; PTO voted to up budget to \$2,000
  - i. Private donations collected by committee to support budget needs too
- f. Proposal: NC Fun Company to provide a carnival experience
  - i. Cost: \$1,500
    1. Includes NC Fun Company staff setup, running of games, carnival host, 8 carnival games, music, tents, prizes
      - a. Backup plan for game staffing if needed - Yay!DAY volunteers
  - ii. Inclement weather policy: 100% refund; could also pivot indoors if forecast looks unfavorable
  - iii. Amanda to ask about background check of company
  - iv. Schedule
    1. Setup/breakdown 30 minutes before/after event
    2. Includes 3h booking which is more than we need; Jamilyn to ask Principal Lungarini if the 5th grade party can be 2h vs 90 min
  - v. Consider school wide event next year using this company

- vi. If admin approves, Amanda will confirm with vendor
- g. Food options additional add-on cost
  - i. Committee chairs will coordinate vendors, student tickets, etc
  - ii. Cotton candy, balloon animals
- h. Consider asking 5th grade teacher to be pied in face
- i. Consider inflatables vs water balloons vs fire truck spray
  - i. Would need to coordinate cleanup and/or bus schedule
- j. Volunteer signup for supplies, etc
- k. +/- Tshirts: provided by Emily Isaacs if within budget

## 2. Son Event

- a. Committee chair: Jen Sipp
- b. Committee member at meeting: Lauren Pleiss
- c. Theme: Carnival?
  - i. Dunk tank outside
  - ii. Inflatable outside
  - iii. Music, lights
  - iv. Giant games - jenga, tattoos, connect four, etc
  - v. Concerns:
    - 1. 5th Grade Party announced they are doing a carnival theme, and there may be crossover between 5th Grade Party and Son Events
    - 2. LKN Little League may have games in the fields behind CES that would possibly conflict with the event and/or push the time back
    - 3. Available space within the gym if inclement weather
- d. Current timing: April 18 @ 4-6pm
  - i. Checking with little league schedule for the back field
  - ii. Consider different date/location if little league conflicts with the back field
- e. Brainstorming other ideas
  - i. Ninja Nation and splitting up grades (K-2, 3-5)
    - 1. Available same date 4/18 and close to budget
  - ii. Park pavilion @ Ramsey's Park vs other parks (new one near library and Barrel & Fork)
  - iii. NC Fun Company putt putt golf or foam party

- f. Recommendation: Consider combining with Daughter Dance (same date) next year for budget, scheduling and event theme considerations

### **3. CTA - Talent Show**

- a. Committee chair: Alyette Keldie
- b. Committee member at meeting: Colleen Wanemacher
- c. PTO to promote talent show online and within communications
  - i. Communication to include call times, traffic flow, costumes, logistics, props
- d. Learn Music is providing sponsorship and organizing all the music
  - i. Remind participants to finalize and provide music so that Learn Music can compile and organize; Colleen will remind participants on Monday
- e. Step and Repeat, starts to decorate back curtain
  - i. Cover side stages with Step & Repeats or fabrics
- f. Flow of show:
  - i. Music at beginning, Mr. Lungarini speaks, Alyette speaks (informs parents of flow re retrieving kids, exiting at end of show, after party, photo opp locations), PTO on stage
  - ii. Inquire parents ahead of time if they need to pick up their student prior to end of show?
  - iii. Kids introduce themselves or otherwise
  - iv. Colleen to help flow of participants onto stage
- g. Alyette and Allie working on program (include open PTO positions, Lauren's contact info)
- h. Encourage parking in back of school; will exit after show into back as well
- i. Ice cream truck near history museum
- j. Ask Learn Music about bringing piano to rehearsal

### **4. Book Fair**

- a. Committee Chair (present): Allie Spencer

### **5. Teacher Appreciation Week**

- a. Committee chairs: Colleen Wanemacher (present), Suzanne Landers
- b. Dates: May 4-8
- c. Theme: How Sweet It Is To Have Faculty Like You
  - i. Budget: \$5,000
  - ii. Ideas:

1. Balloon arch, decor - floral theme (spring pastel colors)
  - a. Place arch at front of school
  - b. Encourage teachers to take photos with class under arch
  - c. Consider setup Sunday (if school is open) vs Monday
2. Bring sweet theme into daily activities
3. Prize wheel (M,W,F)
  - a. gift cards, candy, small tote, tumbler
  - b. PTO to inquire with admin about best time of day to do this
4. Gift cards - already given by PTO twice this year; consider incorporating into prize wheel
5. Students to draw a sweet picture; incorporate student involvement daily
6. Ideas for the week
  - a. Day 1: Breakfast (consider ChickFilA), sweet tea, lemonade; spin the wheel
  - b. Day 2: Taco Tuesday - Colleen to contact El Toro and Juan Loco; raffle give aways (all staff names included, winner announced over PA); spin the wheel
  - c. Day 3: spin the wheel; Mr Lungarini wants to sponsor an event - consider italian catering either lunch or dinner (rec contact Prosciuttos)
  - d. Day 4: raffle give aways, sweet treat (Your Mom's Doughnuts), build your own coffee bar; students to bring in teacher's favorite treat
  - e. Day 5: spin the wheel; lunch (Fresh Chef); consider build your own fresh flower bar (Jamilyn to ask Social Stems to source small 3-4 flower bouquet; PTO to provide narrow neck plastic vases)

## 7. Comments

- a. Consider incorporating new chicken salad restaurant
- b. Include a gluten free and vegetarian option for all food events
- c. PTO to help setup and staff events for the week
- d. Rec for all lunches to arrive by 10:45am
- e. Create volunteer "Run of Show" for week
- f. Paint the rock if available during the week (M,T)
- g. PTO debit card for use by committee members week of
- d. PTO to review plan with admin at Monday meeting

## 6. CTA - Art Expo

- a. Committee chair: Julia Mehaffey
- b. Hanging 3/23-25 prior to show on Thursday 3/26
- c. Jamilyn will be meeting 3/23 with Julia M (chair), Addie and Hough students +/- Lauren
- d. Staple the art, but for anything being hung with tape, rec not leave over the weekend due to heat and possible tape release
- e. Purchase a few heavier duty staple guns
- f. Everything ordered and sent to Ms Gibson, so she should have everything she needs at this point
- g. Lauren is pricing out sign to go above the double door exit to CES after-party social (Artisan Signs)

## 7. Yearbooks

- a. Incorporate yearbook signing into end of year parties - will run past principal

## 8. Knights Game - CES

- a. 4/23 discounted ticket block

## **Financial Update**

1. Budget- Review of budget numbers
  - a. Cash in account: \$70K
  - b. Daughter Dance
    - i. Budget: \$2,000

- ii. Spent: \$2,200, slightly over budget. DJ was an additional \$200 (\$700 total) due to increased ticket sales over projected amount (had to upgrade equipment and include 3 people for # of attendants). Other DJ quotes were \$1500+, so still a great price and would recommend in future.
    - iii. Revenue: \$900 in ticket sales
  - c. Podium purchased ~\$350 for Mr. Lungarini. Box delivered, not assembled yet.
  - d. Teacher checks cashed
- 2. Upcoming Expenses
  - a. TAW
  - b. Son Event
  - c. 5th Grade Party
  - d. Artisan Signs - potential expenses (Lauren presented)
    - i. Step & Repeat for use at CTA and future events
      - 1. 96"x96" - consider 3 total for future uses (to block hallways during events, cover windows, put on either side of the stage during CTA, etc)
      - 2. Lauren is pricing out 1 vs 3, +/- stands vs just the fabric
    - ii. Pricing out 12 corrugated stars
    - iii. Consider a 4'x10' banner for the brick wall above the butterfly garden. Possible donation by Artisan Signs of background with change out signs for various events.
      - 1. Ask about making it double sided
      - 2. Ideas
        - a. Welcome back
        - b. Have a good summer
        - c. Happy holidays
        - d. Cougar Dash
    - iv. Consider sign for over double doors in cafeteria
    - v. Ask about what happens when the new school is built - if frame can be relocated
  - e. Grant request from Ms Wragg for inflatable 3 way slide for Field Day
    - i. Lauren to measure the height of the inflatable vs the height of the gym
    - ii. Kristin to touch base with Ms Wragg and help coordinate
  - f. Review Principal Lungarini's requests for next year to assess PTO carryover target into 2026-27.
  - g. Recommend May 2026 admin meeting to include Jackie Davenport (treasurer)
- 3. Anticipated remaining income sources
  - a. School spirit
  - b. Book fair
- 4. Yearbook check from Pictavo- Jamilyn has called twice and both times has been told that someone will call her back.....so TBD.
  - a. Jackie to deposit checks received and await word from Pictavo
- 5. Harris Teeter VIC card blast- Have we done this?

- a. Jamilyn to double check on VIC program to ensure program still running and worth participating in.

### **Action Items**

1. Cougar Dash- Check has been paid for a hold for our date (Nov 19, 2026)
2. Board Positions for next year- Dates for coffee chats (2)??
3. Celebrate the Arts- Julia Mahaffey is taking over committee chair. Jamilyn has been in contact with Ms. Gibson, who has everything and is in communication with Julia. Jamilyn is setting up times/days for Hough students to arrive to help hang art beginning on the 23rd. Ms. Gibson will let us know where everything needs to go.
4. Check-in to see if anyone is reading Kristin's meeting minutes. Mention code words "kitty whiskers" to receive a special joke of the week.
5. School Tool Box contact person- Lauren (Ms. Moore will send out the class supply lists for next year probably after spring break)