

# PTA BOARD MEETING MINUTES

Three Oaks Elementary School

*Date | time* December 15, 2022/5:30-6:30pm | *Meeting called to order by* Jessica Keefe

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## In Attendance

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Jessica Keefe, Melissa Asaro, Matt Orebaugh, Amanda Lantrip, Debra Slater, Maureen Coventry, Krissy Dorsey

Not Present: Tiffany Murray and Stephanie Joseph

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## Approval of Minutes

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## Board

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Jessica Keefe, President; Melissa Asaro, Treasurer; Matt Orebaugh, Principal; Amanda Lantrip, Vice Principal; Debra Slater, VP of Ways and Means; Maureen Coventry, Recording Secretary; Krissy Dorsey; VP Programs

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## Treasurer's Report

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Melissa emailed the report out to all members and proceeded to go over some of the info including that as of 12/12 we had 435 PTA members with 15 of those vendors from Snowflake Saturday which was included in the vendor fee of \$26.

Kristy hasn't really had to use much funds for membership drives but the numbers haven't been better.

The check to Boosterthon has gone out for their fees as well as us paying the deposit for next year. Our corporate matches are in from Boosterthon and we made \$6,000 from them.

Leader of the Wolf Pack was budgeted for \$500 holding 2 events but will need to increase that to possibly 3. There was question to increase the budget to which Jessica suggests we do by \$300 to cover all 3. Melissa will update budget/byline and the board agreed to the decision.

Pertaining to some of the Wolf Bowl budget, we budgeted \$400 and only had to spend \$370 on the popcorn provided.

We were updated on how it is now up to 19 teachers who have been reimbursed which includes the library, nurse and physical education but Mrs. Metz the music teacher spending very little.

We were informed that we have officially purchased the Flocabulary and 1 field trip has been paid for in full.

Numbers are in for Snowflake Saturday: we had originally budgeted \$2,300 but only spent \$1,700, to which Melissa asked if that budget should be raised or to just leave it, no concrete decision was made. We sold 24 Fifth grade ornaments making \$240, Food Sales were \$242, 57 Holiday Lights at the Beach were sold to also support 5th grade promotion which was about the same amount last year and \$389 on raffle tickets. The vendors made a collected \$502 from their tables.

Updated sales as of today, 32 fifth grade ornaments have sold, teaching staff is pushing. Matt suggests putting more advertisement/info out. We have them available to purchase at any time and we've already broke even and are making a profit.

We have been using Square for credit cards and fees are minimal and were used in accordance with purchases that included Holiday Lights at the Beach tickets, 5th Grade Promotion Ornaments, Country Fair wristbands and Membership Drives. Jessica suggest utilizing the member-hub store or another format more next year and that it may be easier. Melissa volunteers to reach out to local PTA chapter to see if Venmo is an option.

Melissa then ended with a recap of that we reconciled as of 11/30, \$71,980.

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## Principal's Report

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Matt expressed how much he liked the garden shed and he would take an inventory of tools to let us know what it still needed.

Teacher staff enjoyed the luncheon provided with Blue Pete's.

Matt briefly informed us of some concern of capacity for Bingo Night/Performances.

The School Board has approved the \$1,000 bonuses for staff and another \$1,000 at the end of January.

Polar Express will be on the last day of school before the holiday which is also a half day. They will also most likely be when the class parties will be held, limiting 2 adults helpers per class. It has been suggested that games/craft/activity be done instead of food.

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## Old Business

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Snowflake Saturday was a success! Jessica thanked everyone for their help. We have received nothing but positive feedback from vendors as well as the guests. 5th grade promotion sold food which hasn't happened in a while. Jessica suggested either eliminating the raffle or cut off time so we aren't stuck waiting on prize pick up. There was discussion about moving the raffle baskets to Snowflake Saturday but space is already so tight and the timing of it all wouldn't be ideal.

Jessica brought up the staff funds again and verified with Matt that the cut off date is still January 31st to which he agreed and assured us that he did express this matter to the staff.

Melissa inquired about which staff members were in charge of the Garden Club so that we could get in touch with them to see what they may still need.

First Leader of the Wolf Pack celebration went very well! Guidance was real happy, the cafeteria was packed and it was decided to keep the same menu.

Bingo Night: the first one will be held Friday, January 20th. We have budgeted \$1,200 for 2 nights. Matt suggested to compare capacity with the cafeteria and the gym and when decided that we don't go over fire marshal requirements. The cafeteria can hold 300 seated to which we can add folding tables and we could also move cafe tables to the gym and still add more tables. RSVP will be strongly suggested. Sign Up Genius was agreed to be the best for each table to have a seat slot with 1 person per slot. We will hold it between 6:30-8:30pm so we can just sell snacks and not dinner for space reasons. We will again use the Square for food/drinks and will take cash for Bingo cards. All items have been purchased and we will send out a Save the Date half sheet as well as advertise it in "The Den". Matt will also add it to the school calendar. Some expressed some concern about some basketball practices that go on in the evenings but Matt assured us that he will inform the necessary people.

Staff gifts are in and Stephanie may need help wrapping, board members have agreed to help where needed.

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## New Business

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Spirit wear contest is upon us and Stephanie is working on the vendors.

The Christmas trees displayed in the foyer will come down the first week back in January. The ornaments will get sorted and bagged then given to teachers. There was a teacher code put on each of them so we can identify homeroom teachers.

Office staff had \$1,500 in candy cane sales and would like to proceed and host a Pastry for Parents event in the Spring. The money will go to the climate committee and staff. Volunteers will most likely be needed but no date yet, would like to host possibly sometime in March but they wanted to check with PTA first to make sure it conflict with anything we had going on.

Suggestions were asked about for 5th grade promotion sales in relation to something like the candy canes, that are meant to eat offsite.

Matts brought up suggestions for a mural space, either in the foyer with the round tables or possibly the cafeteria and it stating, "Once a wolf, always a wolf", we will see what the artist suggests. We will either go with T.A.L.E.N.T. or Matt Jackson. It was said we could get approval for this project at the next general meeting. Matt would like it to be completed by the 5th grade promotion ceremony. It as also stated that it could be 5th grade's gift to the school.

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## Next Meeting

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Meeting adjourned at 6:45pm

Next meeting Thursday, January 19th with a General Meeting on Bingo Night