



**Longfellow PTO Meeting
Meeting Minutes
6:30pm, August 8, 2023
Virtual**

PTO meeting minutes 8/8/23 6:39-8:04pm CST

Attendees: (14)

1. Tree O'Connor-President
2. Melissa O'Dell-Recording Secretary
3. Lisa Shea-Teacher Liaison
4. Deb Taylor-Admin
5. Dana Bynum-McMurry-Co-Treasurer
6. Gayle Rudman-Co-Treasurer
7. Angelie Oliveros-Co VP, Diversity
8. Wailin Wong-Co VP, Diversity
9. Pamela Simone-Co VP, Community
10. Danielle Zuhlke-Smith, Co VP, Community
11. Claire Battle, VP, Enrichment
12. Amy Jefferson, Principal

I. Call to order.

6:39pm CST the meeting was called to order.

II. Principal and Staff Report

Staff is back Aug 21st and 22nd. Kindergarten meet and greet is the 22nd. New parent orientation is 8/21. First day of school is Aug 23rd. The band is set to play the first day of school. Teachers will communicate school lists and when to drop things off. Everyone rec'd a letter from the principal.

The district is doing onboarding for new staff. It would be nice to have PTO present at new parent orientation.

III. President updates/Misc updates

We can do some meetings at the Longfellow library and also have some Zoom options. Tree will look at the schedule and pick good dates to have in person meetings vs. Zoom. Tree will put in the room requests.

Volunteers for this year will be solicited early, especially for Fun Run and Back to School picnic. The format of sign-up genius works well. The focus will be on someone to run PNO and also a fundraising chair. We also need a Fun Run Chair and a raffle committee for the Winter Carnival. Danielle will reach out to the previous committee to see who would like to participate and also who might like to chair the event.

The scholarship boxes of school supplies are coming soon. They should be shipped to the school.

For the picnic, the janitors will be setting up. PTO members are needed to hand out tickets for the kids' meals. The picnic ends at 7:30pm and clean up help will be needed. Tree reached out to Amy re: Spirtwear and Lindsay re: Square payment. They also reached out to Karim at Shabby Fly.

PTO closet cleanout took place today. We are short on space. We need to orgnaize the items better to consolidate space. There is a lot of stuff for enrichment that needs to be reviewed.

Building and grounds requests are needed to finalize events dates. A Kindergarten playdate is being worked on.

Gayle will oversee Dining for Dollars

Sept 18th is hte Kickoff for the Fun Run fundraising platform and Oct 13th is the date for the event.

Sarah will work on flyers that can go in the kids' backpacks re: events

IV. Teacher Luncheon

On 8/22 the teacher luncheon will take place. Tree reached out to Lindsay. If need be, Tree can assist. Pizza will be on Monday and sandwiches will be on Tuesday.

V. Budget

Gayle went over the 2023-2024 budget. All the VPs confirmed their budget numbers. Jennifer can order the sound system but the paperwork needs to be submitted to Deb. Danielle will reach out to Jennifer.

Gayle discussed the general surplus. It is good to have 3-6 months operating expenses. We have about 95K.

For the teacher lounge, the District will pain and we've narrowed the scope to cabinetry and furniture. 20K would be the cost and we can do the project in stages. A vote on this will happen in the future.

We might want to consider updating the bylaws to have it stated how much we keep in reserves.

We will propose the budget at the Community Meeting in September.

VI. Website and Communications

We have migrated over to the new platform for the website. We will have a meeting with the volunteer webmaster and the parent liaison. The hope is that the calendar and event info will live on the website. We will also have a regular donation button that will always be live.

VII. Move to adjourn at 8:04pm CST.

