BENTWOOD PTA

MEETING AGENDA 2024 – 2025

DATE, & TIME: Thursday, 01.09.25 5:15-7pm

MEETING PLACE: Bentwood Elementary School

ATTENDEES:

☒ Elaine Ogden (elaine.ogden.m@gmail.com), President*
☐ Erika Walker (erikajanewalker@gmail.com), Vice-President*
☐ Addis Sharp (addissharpe@gmail.com), Treasurer*
☐ Kelsey Maggio (kmac989@gmail.com), Communications coordinator*
☐ Alex Nedzelskiy (alex.nedzelskiy@sloanmed.com), Fundraising & events coordinator*
☐ Hannah Sinnett (hsinnett92@hotmail.com), Fundraising & event coordinator*
☐ Kelly Bishop (kellypotter205@gmail.com), Hospitality coordinator*
☐ Carrie DeVries (cdevriesbe@olatheschools.org), Teacher Representative *
☐ Allison Herndon (asherndon@olatheschools.org), Teacher Representative*
☐ Sharon Ingebrand (ssingebrand@olatheschools.org), Principal*

*Voting member, quorum is more than 50

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		INFORMATION			
Wi-Fi	OPS233 Guest: #OPSM@ke2dayC0unt!				
		WELCOME & OLD BUSINESS			
5:15PM	Welcome	Situated and welcome	N/A	N/A	N/A
5:20PM	Meeting Min	Review and approve November Minutes ● To be done over email	Approval	Kelsey	N/A
		2024 – 2025 TASKS			
5:25PM	Calendar of Events	● Taekwondo fundraiser: 01.22.25 – 02.01.25 ● Trivia Night: Sat, 02.01.25 ● Spring PTA Town Hall: Tues, 03.11.25 1900-2000 (virtual) ● Para Appreciate Day: Wed, 04.02.25 ● Glow Night: Fri, 04.11.25 ● Administrative Professional Day: Wed, 04.23.25 ● Teacher Appreciation Week: 05.05.25 – 05.09.25 ● Add planning for new board members for next year	Review	Alex	Ongoing
5:30PM	Committee Updates	● Elaine o 5th grade committee ▪ They are deciding on dates o TDK ▪ Registration Open, $35 (3 students so far) ▪ Dates:	Review	All	Ongoing

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		● Wednesday 01.22.25, Thursday 01.23.25 ● Monday 01.27.25, Wednesday 01.29.25 ● Graduation: Saturday 02.01.25 ▪ Would like to extend to 4:45pm since school is not out until 3:55pm ● Update and make sure it's clear parents know they must come in to get their kids ▪ Gift is going to be a Master HC Kim water bottle (~ $7 each) ▪ Tina will get the certificates afterward ▪ Could ask Digital Storefront ▪ JCPRD checkbox, will go straight into spreadsheet ● Erika - > next is Spring town hall ● Kelsey: Yearbook – 2 middle schoolers helping o Kelsey to contact students, Tori may help, too o Will likely use Canva for template o Need to send out an email for photo deadline ● Addis: none ● Alex -> Trivia Night: review planning tool and all details o 62 sales so far (150 goal) o Alex gave flyers to teachers giving out experiences, sending home to kids, too, to get the parents to buy tickets ▪ Alex still has to hear from a few staff o Have been sending out a lot of communications but need more ticket sales o Plan B is to add a non-drinking ticket but then they'll get $20 to pay poker with o 100% is going back to the kids because all costs were covered o Shift messaging to be more positive, raise more money for our students (especially field trips) o Sending out another text, after-school pick-up is a great time to send o Have to have final number by 1/14 *but* can add more (150 minimum), just can't remove any o Committee is going great			

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		○ A lot of sales come in late ● Hannah -> Glow Night ○ Need a lead ○ A couple are on the Casino Night committee that will hopefully shift their focus after that ● Kelly – any current needs? ○ Hot chocolate needed for February, minimal expense ○ Cricuts — did anybody ask for opinions on that vs. letter cutter ▪ Kelly will create a survey ○ Room parents issue: kindergarten parents didn't show up, no supplies were at school so two people stepped up to help pull one off (para and aide) ○ Hats were well ● NOTE: Take "lead" off of committee sign-ups			
5:45PM	Principle Update	● Dr. Ingebrand' s update ● Request for gift cards: varying amounts ($10-$50), total value $300 ○ Have a pool to help out throughout the year, or for incentive to participate in out-of-school events ○ Get a lot of traction with asking for Venmo donations (people want to help, just not do the specific work) ○ Take out of operating funds for this year since we're in the green (we have $300 in the budget) ○ Could make it a standard practice, donate to the gift card fund ○ Church (Impact Church) has essentially gone belly-up; they'd been a great gift card resource previously ○ Can consider other community partner options to present to the district	Inform	Dr. Ingebrand	Ongoing
6:00PM	PTA Communication	● Newsletters ○ One email for just Casino Night & TKD ● Tactiles needed ○ Yearbook stuff due March/April — Kelsey to verify date ● Podcast ○ Not at this time	Decisions	Kelsey	Ongoing

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		OPERATIONAL INFORMATION			

6:15PM	Financial Review	• Budget review
		  o Income review
		  ▪ Fun run final total
		  • $12,845.09
		  • Beat what we were budgeting for that ($12k)
		  ▪ Student support fee
		  • $6,194.79
		  ▪ Box tops
		  • Averaging about $4/month, total $58.78 so far for the year
		  ▪ Sponsorships for Trivia Night
		  o Expense review: keyboards, field trips, etc.
		  o Other
		  ▪ PTA dues paid, but Addis still has to do compliance for 3 other dues
		  o $21,043.19 current balance
		  o So far spent Casino Night, $5,506.35
		• Givebacks credit card fee discussion
		  o Can accept sponsors
		  o Found a way to make the donors pay the fee instead of coming from the PTA
		• Benevity usage
		  o Consider switching everything to Givebacks
			Inform	Addis	Ongoing

		WRAP-UP			
6:30PM	Open Discussion	Any open items • Will need a president and VP • All to let Elaine and Sharon know if we intend to stay on • Fundraising team wants to put info together for posterity (2 left so there were 2 new people) • Add reminder to newsletter boilerplate alluding that we're people, volunteers, please be kind! • Kelsey to check for teacher pages, make more visible • Guitars can be raffled now			

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	Next mtg	**February 6th, 1715 – 1900 at Bentwood Elementary**			

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