

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 (erikajnewalker@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 (ssingebbrand@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 <ul style="list-style-type: none"> ● To be done over email 	Approval	Kelsey	N/A
2024 – 2025 TASKS					
5:25PM	Calendar of Events	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Elaine <ul style="list-style-type: none"> ○ 5th grade committee <ul style="list-style-type: none"> ▪ They are deciding on dates ○ TDK <ul style="list-style-type: none"> ▪ Registration Open, \$35 (3 students so far) ▪ Dates: 	Review	All	Ongoing

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		<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ Kelsey to contact students, Tori may help, too ○ Will likely use Canva for template ○ Need to send out an email for photo deadline ● Addis: none ● Alex -> Trivia Night: review planning tool and all details <ul style="list-style-type: none"> ○ 62 sales so far (150 goal) ○ Alex gave flyers to teachers giving out experiences, sending home to kids, too, to get the parents to buy tickets <ul style="list-style-type: none"> ▪ Alex still has to hear from a few staff ○ Have been sending out a lot of communications but need more ticket sales ○ Plan B is to add a non-drinking ticket but then they'll get \$20 to pay poker with ○ 100% is going back to the kids because all costs were covered ○ Shift messaging to be more positive, raise more money for our students (especially field trips) ○ Sending out another text, after-school pick-up is a great time to send ○ Have to have final number by 1/14 <i>but</i> can add more (150 minimum), just can't remove any ○ Committee is going great 			

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		<ul style="list-style-type: none"> o A lot of sales come in late ● Hannah -> Glow Night <ul style="list-style-type: none"> o Need a lead o A couple are on the Casino Night committee that will hopefully shift their focus after that ● Kelly – any current needs? <ul style="list-style-type: none"> o Hot chocolate needed for February, minimal expense o Cricuts – did anybody ask for opinions on that vs. letter cutter <ul style="list-style-type: none"> ▪ Kelly will create a survey o 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) o Hats were well ● NOTE: Take "lead" off of committee sign-ups 			
5:45PM	Principle Update	<ul style="list-style-type: none"> ● Dr. Ingebrand' s update ● Request for gift cards: varying amounts (\$10-\$50), total value \$300 <ul style="list-style-type: none"> o Have a pool to help out throughout the year, or for incentive to participate in out-of-school events o Get a lot of traction with asking for Venmo donations (people want to help, just not do the specific work) o Take out of operating funds for this year since we're in the green (we have \$300 in the budget) o Could make it a standard practice, donate to the gift card fund o Church (Impact Church) has essentially gone belly-up; they'd been a great gift card resource previously o Can consider other community partner options to present to the district 	Inform	Dr. Ingebrand	Ongoing
6:00PM	PTA Communication	<ul style="list-style-type: none"> ● Newsletters <ul style="list-style-type: none"> o One email for just Casino Night & TKD ● Tactiles needed <ul style="list-style-type: none"> o Yearbook stuff due March/April – Kelsey to verify date ● Podcast <ul style="list-style-type: none"> o Not at this time 	Decisions	Kelsey	Ongoing

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OPERATIONAL INFORMATION					
6:15PM	Financial Review	<ul style="list-style-type: none"> ● Budget review <ul style="list-style-type: none"> ○ Income review <ul style="list-style-type: none"> ▪ Fun run final total <ul style="list-style-type: none"> ● \$12,845.09 ● Beat what we were budgeting for that (\$12k) ▪ Student support fee <ul style="list-style-type: none"> ● \$6,194.79 ▪ Box tops <ul style="list-style-type: none"> ● Averaging about \$4/month, total \$58.78 so far for the year ▪ Sponsorships for Trivia Night ○ Expense review: keyboards, field trips, etc. ○ Other <ul style="list-style-type: none"> ▪ PTA dues paid, but Addis still has to do compliance for 3 other dues ○ \$21,043.19 current balance ○ So far spent Casino Night, \$5,506.35 ● Givebacks credit card fee discussion <ul style="list-style-type: none"> ○ Can accept sponsors ○ Found a way to make the donors pay the fee instead of coming from the PTA ● Benevity usage <ul style="list-style-type: none"> ○ Consider switching everything to Givebacks 	Inform	Addis	Ongoing
WRAP-UP					
6:30PM	Open Discussion	Any open items <ul style="list-style-type: none"> ● 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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