EPiC PTA Unit Meeting (Regular Meeting)

Tuesday 11/19/2024, 6:30pm (In Person)

In Attendance

Jillean Williams (President)
Natasha Lehman (VP Membership)
Laura Goring (VP Communication)
Elizabeth Burnes (Secretary)
April Hord (Treasurer)
Total members present: 25
[Quorum present]

Call to Order

Meeting was called to order by Jillean Williams at 6:31pm.

Approval of Minutes

Motion to approve the 9/17/2024 PTA unit meeting minutes:
“I motion to approve the meeting minutes from the September 17, 2024 meeting.” - Shelby Carter
“Second.” - Chanda Amaral
Minutes from the 9/17/2024 meeting were approved.

Principal’s Report

- Construction is on pace to be done around the end of January with a February move-in date.
    - Outside doors will be installed and grading/sidewalks will be poured soon, so construction fencing will be removed.
- This week was the last week of after school clubs.
    - There will be a spring club offering, watch for parent emails on this.
- With construction work completing, class schedules will be adjusted.
    - Teachers are working on updated items like shared class time between studios, additional recess time, spread out lunch schedules, etc.
- Student Navigator positions are open for applications in Studio 4, and current Studio 5 Navigators have been busy working around the school.
- Our security officer has accepted a full-time position elsewhere, backfill interviews are happening now and substitute officers are in place in the interim.

Executive Board Reports

President - Jillean Williams

- Welcome and Introductions
- Pogo Pass passive fundraising opportunity is now live.
    - You can now purchase these passes for 50% off using our EPiC code: EPICPTA. During the month of November, they are running an extra Black November special of an additional $5 off.
- Liberty PTA Council Highlights/Updates (Sept/Oct/Nov Council Meetings)
    - Welcome to Lori Hillman, President of the Liberty PTA Council!
    - Our Exec Board participates in monthly Liberty PTA Council meetings to share knowledge and information with the other schools in the LPS district.
    - PTA gift card limitations:
        - Staff gift cards must be under $50 when PTA provided.
    - Less than 15% of the PTA unit budget can go to teachers, the remainder must go to the student body.
    - We received a request for attendance at a PTA meeting from Prosecutor Zach Thompson.
        - Exec Board discussed if EPiC PTA could host/sponsor a presentation about online/phone safety, drugs, truancy, etc? Hold an after-school family event?
            - Allison Zuker said she thinks this would be a good idea for Studio 4 and 5 students.
                - Highlighting video games could be valuable.
                - Having it as an optional event for families would be good.
            - Eva McDorman said she felt like it might make more sense to be two separate events talking with parents and then students to allow slightly different approaches to the conversation.
                - Highlighting potential dangers in video games and apps would be a good topic for our students.
                - For students there is an Importance of hearing 3rd party voices outside of parents and teachers.
            - April Hord noted that marketing of event with specific language for parents would be helpful.
            - Jillean will look into options for PTA to host.
                - Potentially use the slotted spring PTA social event?
    - Conflict of Interest forms
        - The form is currently used across MO PTA units, but has not been used in the LPS district historically.
        - Use of form would cover our bases for any exec board or unit members who may be considered to offer a purchased service/good to the PTA.
            - Exec board discussed use of the form on a situational basis.

        - Jillean provided the example of her owning a marketing and photography business as a potential conflict of interest should the PTA ever decide to hire out this kind of work for a specific event and she decided to bid out for the project.
    - Lori Hillman noted that the I-90 form requests having form signed by all exec board members.
    - Lori Hillman stated that getting 3+ bids for any large service/good is good practice.

VP of Membership - Natasha Lehman

- Current memberships: 129 families and staff
    - This is above our 100 memberships goal for the year!
- Thank you to our current Sponsors:
    - PLATINUM - Williams Tax & Accounting
    - SILVER - JW Creative
    - BRONZE - The $5 Habit; Hilt Chiropractic
- We are looking for sponsors for Yearbook and Field Day if you have any connections or suggestions.
    - For yearbook we are looking to offset costs by welcoming sponsors in the book.
    - For Field Day we are revamping the program and are expecting some higher costs, so are looking for individual event sponsors.
- We received a HUGE Hallmark donation of items that we can use for teachers, students, and parents.
    - We may be able to incorporate a student ornament gift into the Jolabokaflod this year.
    - We will potentially use some items for the December staff appreciation pancake event.
- Unit meeting raffle drawing:
    - Prize - 2 B&B Passes and a MOD Pizza BOGO coupon
    - Winner - Shelby Carter

VP of Communications - Laura Goring

- We will be pushing passive fundraising in the coming weeks (Hy-Vee, Casey's, Box Tops, POGO, etc).
    - Parents can drop Hy-Vee receipts in the mailbox in the front office.
        - We submit receipts quarterly.
    - The Box Tops app can be used on your phone to scan receipts from a variety of stores.
        - You can also email electronic receipts directly to Box Tops.
    - POGO passes are currently 50% off.
        - Right now there is an additional $5 off deal.

- You can choose the city where you want to purchase the pass for.
- Passes are not live until activation is complete.
    - Passes can be purchased as gifts and the recipient would activate at a date of their choosing.

Secretary - Elizabeth Burnes

- No update

Treasurer - April Hord

- Budget & Financial Update
    - We deposited the Monster Mash Dash funds (more than $23,000!).
    - Fall Book Fair raised $6335.34 in total sales and funds have been deposited.
- Bank Change from Academy Bank to US Bank
    - 90% transitioned between banks right now.
    - Academy Bank account will be closed once we have all auto-deduction subscriptions accounted for.
- Approved Field Trip Requests
- Approved Grant/Purchase Requests
    - Mrs. Ross's Honor Choir transportation request has been moved to the transportation request form, and is being approved through that funding channel.
    - Washer/Dryer was not approved by the district, so PTA will not be making that purchase this year.

Committee Reports

Book Fair - Debra Doering, Shelby Carter

- Fall Book Fair was held 10/14-10/17 with $6335.34 in final sales total.
- The fair utilized the Share the Fair program which offers a round-up option for purchases.
    - Monies raised were then utilized to purchase books for four (4) students who were not able to make purchases (arranged by Mrs. Eslick), as well as any small student shortages during event.
- Based on sales we were able to purchase 76 books for classrooms.
- Additionally, an $800 Scholastic Dollars grant was provided for each classroom.
    - Studio 2 received laptop stands, LED drawing boards, puzzles, tangram puzzles, storage buckets, and multiple building sets.
    - Studio 3 received 57 books for their classroom.
    - Other studio orders will be coming in soon.
        - Stay tuned to the PTA newsletter to see how your contributions are making a difference in your child's classroom.

- Jolabokaflod Event is coming 12/20. It is an Icelandic holiday which means Book Flood, and is a day dedicated to reading in pajamas and drinking hot chocolate. At EPiC it is a celebration to kick-off winter breaks for students.
    - Each student is gifted an age-appropriate book to unwrap and enjoys treats during the school wide celebration.
    - Book wrapping event
        - Looking for 10+ volunteers to participate 12/4, 5-7pm in the Orange Area.
            - Sign up now live on the PTA website.
            - Wrapping paper was donated by Hallmark.
            - There will be snacks to share!

Book Exchange - Allison Zuker, Kristi Stricker

- Communication will roll out in December to start collecting books after winter break.
- Each student will receive a name tag noting their allotment for the exchange.

Family Events - Emily Rogers, Jamie Goodwin, KC Hingtgen

- No update

Family Needs - Jamie Goodwin

- No update

Fifth Grade Recognition - Melissa McCullough, Rebecca Forrest

- No update

Field Day - Brett Hatcher, Matt Smith

- Work will ramp up planning Field Day events at the start of the new year.
- Email Brett at hatchman001us@gmail.com with any ideas for events.
- LHS football field has been confirmed for Field Day!

Fundraising - Natasha Lehman, Jeri Marcott

- No update

Reflections - Jeni Poskey

- 53 entries were submitted this year!
- There will be virtual judging.
    - Judging will be completed by 11 adult volunteers and the HS Edge Program.
- Submissions are due to MoPTA 12/1.
- EPiC Awards Ceremony will be held on 12/18.
    - An all-school assembly will be held that day.
    - Winners at school level will be submitted to MoPTA for state level.
- Next year we will look at shortening the submission period.

- We will also look at virtual submission option for next year.

Restaurant/Spirit Nights - Holly Wu, Mary Lee Smith

- Holly Wu is taking over leading the committee.
- Working on setting up a Hy-Vee has a new program that is a Shopping Day.
    - This event will be scheduled for February.
- Already planning ahead for next year's spirit nights.
- Please note, DQ took away our second night in spring 2025 due to additional requests submitted from other schools in the district.

Spirit Wear - Eva McDorman, Jen Guy

- We are not going to offer a winter store before the holidays, but are targeting a winter/spring store in the new year.

Staff Appreciation - Taylor Guyer, Cynthia Hobbs

- November Parent Takeover for lunch and recess
    - There are still openings available for sign ups online.
- December Pancake Breakfast for staff
    - We now have enough volunteers for this event.

Supply Packs - Natasha Lehman

- No update

Yearbook - Jillean Williams, Kara Mange

- Looking at adding a few additional pages to the book this year.
    - We normally do 40 color pages, but are looking at adding 4 pages to gain additional space in the book as it has been tight the past few years.
    - Committee will be meeting to discuss theme ideas and will present to unit at next PTA meeting.
    - Cover contest will open in February.
    - Jillean will be meeting with Reed Portrait Group next week to finalize this year's contract.
- Kara will create a folder for Club photos to gather pictures.
    - Watch for link and upload any available images.

Next Unit Meeting – Tuesday, January 14
Mingle & Munch - Cider & Donuts
Childcare RSVPS

Meeting adjourned 7:26pm.

In-Person Attendance

Jamie Ackart
Lori Hillman (Liberty Council)
Holly Gaudreau
Kristi Stricker
Brett Hatcher
Cynthia Hobbs
Carlina Dunn
Jenna Clark
Courtney Burgess
Rachel Fondaw
Shana Hoy
Shelby Carter
Kara Mange
Christin Dealy
Chanda Amaral
Jeni Poskey
Ericka Jordan
Allison Zuker
Vanessa Smith
Eva McDorman