BENTWOOD PTA

MEETING AGENDA 2024 – 2025

DATE, & TIME: Thursday, 05.01.25 5:15-6:45pm

MEETING PLACE: Bentwood Elementary

ATTENDEES:

Elaine Ogden, President*
Kelly Bishop, Hospitality coordinator*/incoming President
Erika Walker, Vice-President*
Rachel Loomis, Incoming VP
Addis Sharp, Treasurer*
Hannah Sinnett, Fundraising & event coordinator*/incoming Treasurer-Elect

Kelsey Maggio, Communications coordinator*

Alex Nedzelskiy, Fundraising & events coordinator*
Patrick Gittemeier, incoming Fundraising & events coordinator
Ashleann Anthony, incoming Hospitality coordinator
Carrie DeVries, Teacher Representative *
Allison Herndon, Teacher Representative*
Sharon Ingebrand, Principal*

*Voting member, quorum is more than 50

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
INFORMATION					
Wi-Fi	OPS233 Guest: TBD				
WELCOME & OLD BUSINESS					
5:15PM	Welcome	Situated and welcome	N/A	N/A	N/A
5:18PM	Meeting Min	• Review and approve April Minutes o Approved • Update PTA website with PTA min o All but April (and now May) uploaded. No meetings Oct. or Dec.	Approval	Kelsey	N/A
5:20PM	New 25-26 BOD Members - Intros	• Slate o President: Kelly Bishop o Vice-President: Rachel Loomis o Treasurer: Addis Sharp o Treasurer-Elect: Hannah Sinnett ▪ New position: incoming funds have increased, Treasurer role has more to handle o Communications coordinator: Kelsey Maggio o Fundraising & events coordinator: Alex Nedzelskiy o Fundraising & events coordinator: Patrick Gittemeier o Hospitality coordinator: Ashleann Anthony • Was slate approved?	Introductions	All	N/A

***Mission Statement**: Enhancing lives by supporting and serving our students, families and staff through inclusion and collaboration.*

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		○ Yes, 47 votes, all in favor ● Teacher representatives ○ Specials: Carrie (outgoing) ○ Classroom: Josie Harred (incoming), Allison Herndon (likely outgoing) ○ Valuable to have different experiences ▪ No limit, all are welcome ○ Looking for Specials/SPED ○ Would like backups to represent all categories (grade-level teachers, SPED/Specials, Sharon) ▪ Teachers will fill Sharon in ▪ Either proxies or discuss who will be there ○ Would like to have a teacher lead to send surveys, etc.			
5:30PM	Yearbook	● Paid in full to vendor on 04.21.25 -> $3,844.[79] (5% discount ~$200) ● Artwork/design submitted on 04.21.25 ● Anticipated ship: 05.14.25 ● **Sales??** ○ **$4,591.82 (total after fees)** ○ **Discrepancy between Givebacks site and exported .csv (242 vs. 245)** ○ **Ordered 261** ○ **Profit as of right now (Givebacks minus vendor): $747.03** ○ **Have additional people that missed the deadline, Erika has informed them they can buy one** ● Submitted non-binding early rebooking form ○ Get $50 toward any book upgrade (lamination, year in review, personalization, etc) ○ 5% discount if we prepay next spring ● Get Lighthouse team at the beginning of the year to help with photos ● Next year, we will provide for free to our Angel Tree families (each student gets one) ○ Email list of buyers to Tina so she can see if any families bought. Can refund.	Discussion	Kelsey	N/A
5:35PM	Glow Night PM	● Feedback ○ From Sharon, wanted to veto the glow sticks because they were being thrown ▪ Expectations need to be set, clear	Discussion	Hannah	Today

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		○ Ear plugs were great ○ How do we manage behaviors? ○ 90 minutes seems like the right amount of time ▪ Half an hour shorter ○ Face paint sticks from this year worked really well as far as cleanliness of the building ○ There were a lot of very young and older kids there that don't go to Bentwood ○ It's a free event, behavior has to be better if we want to keep it free ○ More teachers? How do we reinforce rules? ▪ Can be really awkward for teachers during after-school hours ○ Send out an email ahead of time with rules? ○ More planned activities from the DJ ▪ Structure! ○ Parents could be like bouncers ● Budget ○ Stayed $80 under budget			
5:45PM	Admin Prof Day PM	● Feedback – loved the Panera ● Cost: $58.[19]	Discussion	Kelly	N/A
5:50PM	Carnival	● Needs? ● Ticket sales to date: 27 ● Budget - $1,000 ● T-shirt sales ○ 45 kindergarteners, 31 are new families ○ $10.[95]/each, sell for $15 ○ Pre-order -> 150 ($1,642.[50]) ▪ YS: 40 ▪ YM: 50 ▪ YL: 40 ▪ AS: 20 ● Goddard is going to sponsor the foam party ○ One hour, 6-7 ● Bounce house:	Approval	Hannah/ Alex	ASAP

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		○ Lighthouse school is GIVING us a bounce house! ○ Have 4 to look at ▪ Lego ○ 4-5 kids at a time (weight) ● Shirts ○ 45 kindergarteners coming in, 31 are new families ○ Order 150 ▪ also can pre-order ▪ YS & YM, 90; L & AS, 60 ▪ Selling for $15, profit of about $4 per shirt ○ Staff will decide on theirs, then we will choose for students ▪ Adult shirts are a little more expensive, but the most expensive option is $17 ▪ All 47 staff members ○ Motion approved ● Venmo account ○ Ask Olathe East how they're doing it ○ As far as we know, an account has to be tied to a personal bank account, specific person/phone number ○ OR Paypal ○ OR QR to Givebacks ▪ Set up product on Givebacks ● Food ○ Trying to secure a food truck ○ OR ask CT Fathers' Club to grill out ○ Possibly donated from Jack Stack ▪ Sauce, smoked brisket for pulled pork sandwiches			
6:00PM	Strategic Date	● One long day or 2 short days -> pick date(s) ○ One long day is the preference among board members ● Potential agenda ○ Include an agenda item to discuss field trips and how they should feel comfortable reaching back out for more funds (ex: tram rides for zoo) ● June 7th, 10–5, followed by happy hour	Decision	Kelly	Today

***Mission Statement**: Enhancing lives by supporting and serving our students, families and staff through inclusion and collaboration.*

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		○ Off-campus ○ Possible conflict for Addis ● Time to talk with outgoing members about the role ● One-sheeter for each role			
2024 – 2025 TASKS					
ADD A SECTION TO TALK ABOUT FUNDING	Calendar of Events	● Teacher Appreciation Week: 05.05.25 – 05.09.25 ○ Monday: Snacks ○ Tuesday: Homemade cards ○ Wednesday: Chipotle ○ Thursday: Favorites list for other staff ○ Friday: Favorites list/flowers ○ Wright: Parents will donate $10 and we will buy gift cards for Tina to surprise staff with throughout the week ● Carnival: Friday, 05.16.25	Review	Elaine	Ongoing
6:17PM	Principle Update	● *Sharon not here for update ● BOD update ● Year recap	Inform	Sharon	Ongoing
6:30PM	PTA Communication	● Newsletter – need to publish one soon, here are a few ideas ○ Glow Night follow up/photos ▪ Only have photos of 1st and 5th ○ Promote the carnival -> t-shirt sales ○ Promote the $12,000 toward the library furniture that we have raised this year ▪ OWN section, just a graphic ○ 25-26 official Board member slate ○ Other ideas? ▪ Teacher Appreciation Week ▪ Box Tops: TAKE OFF ○ Send link to Sharon to include in her newsletter ● Website: Add bylaws ● Social media ○ Happy to make more carnival social images/posts	Decisions	Kelsey	Ongoing

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		o Can make one for TAW, too ▪ Also do follow-up o Board members ▪ Headshots o T-shirt design o Ice cream?			
6:35PM	Prep for Next year	● Survey o VP will send out ● Transition – bank info o Checks have to be signed by 2 people ▪ Recommended one Treasurer, then VP or President	Discussion	Kelly	N/A
		OPERATIONAL INFORMATION			
6:40PM	Financial Review	● Academy Bank Balance (03.31.25): $38,658.[98] ● Outstanding expenses: o Field trips: $3,065.[89] o Glow night: $716.[42] ▪ Under by $80.69 ▪ Need to double-check **o EOY Carnival: $1,000** o Hospitality: $989.43 CURRENT as of meeting **o Student fun: $1,700** ▪ Field day popsicles (Kelly is purchasing -> $40) ● 2 per kid ● Looking into freezer for storage ▪ Patches ($1.25/each for 500 to have extras -> $625) ● Extras can be sold ● Incoming students (K and throughout the year) ▪ Ice cream ~ $1,100 -> when do we normally do this ● Kona Ice o Free for staff o PTA will buy for students o Good for allergens ● 1.5–2 hour booking	Inform	Addis	Ongoing

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		● May 5, 6, 12, 13 or 21 o BOD is in agreement on 5/21 o **8th grade memory book: $800** o Website: $387 ▪ Transfer ownership to PTA Gmail ▪ $301 ● Total after remaining expenses: $17,760 ● Amount for Library Furniture: **$12K** ● Treasurers can bring back the spreadsheet with P&L, rather than separate spreadsheets o Alex needs up-to-date, live numbers o Addis to ask Lori how to add Alex to MoneyMinder ● Start working on budget			
6:50PM	President Recap	● BOD Goals ● Elaine is proud of us! o Goal #1: Parents ▪ **Create a one-sheet about expectations from kindergarten parents throughout the year** ● CREATE, Kelsey will collaborate with K teachers o See what we have from last year ● Put into folders at the beginning of the year ▪ Educate incoming families on where to find information, resources ● **They can have a committee where incoming families are paired with existing Bentwood families** ● Include a sheet on the back of their sign, telling them about upcoming events, needs, etc. o PTA Gmail: any questions, email here! o FB page, Insta, TikTok?? o CONTINUE o LAMINATE ● Also create for all students (contacts, subscribe, etc.)	Info	Elaine	N/A

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		▪ Be clear about levels of involvement for volunteering (committees, roles, etc.) ▪ Be clear in communications (digital, social, etc.) and get kids involved o Goal #2: Communications -> Work on how we get information out and in ▪ Make getting feedback frictionless (have a way to provide feedback that is easy and meaningful) ▪ Create a new site that's a hub for everything (link in the apps, link to from newsletter and other communications) ● Personal Goals o Elaine ▪ **Use committee report out form more consistently at each meeting beginning in August** ▪ Find new place to house PTA meeting minutes since Mr. Stone is gone by October 2024 o Erika ▪ Continue with parent transparency to build trust in PTA ▪ Use survey results to make positive changes o Addis ▪ Become more fluent in accounting work ▪ Get to know more parents at Bentwood o Kelsey ▪ Create and stick to a weekly or bi-weekly posting schedule to keep parents connected ▪ Establish connections with parents in each grade level to better keep a pulse of students' and families' needs. o Alex ▪ Develop and implement strategies to boost fundraising revenue by specific percentage over the previous year. They could involve organizing new fundraising events, improving existing ones, or implementing innovative fundraising campaigns to engage the communicate and increase donations			

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		▪ Cultivate an environment of inclusivity that welcomes all families while respecting the traditional structure of the board. Implement strategies to ensure that fundraising initiatives are accessible and appealing to diverse demographics and communication are strong among board members to uphold established traditions while embracing new ideas and perspectives to drive fundraising success. o Hannah ▪ Develop a strategy to boost additional revenue for PTA to provide an emergency fund for activities/events. ▪ Increase my presence at Bentwood by attending PTA led fundraising events. Allow opportunities to be an advocate and active listener to the parents and children. o Kelly ▪ Conduct regular feedback sessions and surveys to gather teachers' concerns, suggestions, and needs. Utilize this feedback to inform and guide future PTA initiatives, ensuring that teachers feel heard and supported throughout the year. This approach aims to enhance teacher appreciation and implement positive changes based on teachers' input. o Allison ▪ Add general perspective and insight that is unique to general education professional ▪ Be a voice of honesty and positive while asking hard questions o Carrie ▪ Connect & communicate effectively - acting as liaison between staff & PTA Board, I will share updates with staff by directing them to the new website! ▪ Define the expected role for teacher representative role for the bylaws - working with Allison. o Sharon ▪ Continue to get to know parents and families at a deeper level			

BENTWOOD PTA

MEETING AGENDA 2024 – 2025

TIMING	TOPIC	INFORMATION & DISCUSSION	ACTION	PRESENTER	TIMELINE
		▪ Communicate the work of the PTA with staff and parents, we're all working together ▪ Make more connections to demonstrate commonalities ● Personal thoughts and reflections			
WRAP-UP					
6:50PM	Open Discussion				
	Next mtg	**TBD – Strategic Planning Meeting**			

***Mission Statement**: Enhancing lives by supporting and serving our students, families and staff through inclusion and collaboration.*