

BENTWOOD PTA

MEETING AGENDA 2024 – 2025



DATE, & TIME: Thursday, 08.01.24 5:15-6:45pm

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 & events 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
		INTRODUCTIONS 2023 WRAP-UP			
Aug Wi-Fi	OPS233 Guest:				
		WELCOME & OLD BUSINESS			
5:15PM	Welcome	Situated and Welcome	N/A	N/A	N/A
5:20PM	Meeting Min	Strategic Planning Meeting minutes Approved and seconded	Approval	Kelsey	N/A
5:20PM	Gmail & Gdrive	- Access - Create folders and upload everything to Gdrive - New document added -> passwords and other important info - Looking for various documents to update for this year - Including the budget document - Kelly to recreate - Kelsey will ask Abby for other original files when Abby returns to the country	Inform	Elaine	N/A

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

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5:25PM	Budget	● Charge student support fee? If so, how much? ○ Every year ~ \$100/student -> \$35,000/year ○ Field trips: \$7,000 ● Discussion: ○ Minimum for this year needs to be \$50, option to give more ○ Can spend up to \$5,500 on Fun Run ○ Trivia Night, up to \$13,000 ○ TKD Fundraiser, up to \$750 ○ Unclear how much has been made on Spirit Wear in the past ○ Spirit Wear this year ▪ Still plan to do a first flight, have some available, possibly a second flight later in the year ▪ Want to cover costs for some families that may not be able to afford ▪ Looking to have no expenses, flat profit ● Set a lower goal, great if we make more ○ \$700 ▪ 81 new families, 357 students total as of 8/1/24 (ended last year at 343) ▪ Pricing a bit higher to make money, but don't want to price anyone out ▪ ***Tabling for now, reflect and return ○ Glow Night, up to \$1,020 ○ Trunk or Treat, up to \$900 ▪ Discussing increasing the budget since it's our most popular event ▪ Still has to be free because it's a community event ▪ Last year it paid for ● Treasure hunt prizes ● 2 balloon artists	Approval	Addis	Today

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		● Possible minimum for food truck (cleared it easily last year) ▪ Feedback from parents said they wanted it to be more robust, possibly have some of the same activities as a fall festival ▪ Board agreed to \$1,300 for the upcoming year ▪ Ideas for this year: ● Photo booth ● Food trucks (families pay for their own food) ● Popcorn bags (throwing machine away, isn't safe) ○ Sharon will talk to the Kuhlman's for info about their machine ● Spirit Wear ○ Need a number for the teacher/staff support ▪ \$25 gift card (law, only allowed to give out that much) ▪ T-shirts ● \$1,157 this year (plus a \$50 credit card fee), \$300 more than we gave them last year ▪ Teacher Appreciation Week meal ▪ Para meal ● Include janitorial/custodial staff in this one, too ▪ Admin meal ● Include nurse here, too ▪ Monthly treats, "sprinkles" ▪ Would like to bring back the holiday gift, there wasn't money for it last year ○ Budget is starting slightly lower this year due to library furniture ▪ Could be a multi-step, multi-year project ▪ Pod furniture was \$65,000 for three different spaces ▪ Likely \$10,000-15,000			

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		▪ Tabling for now - o Could also get money from our Adopt-A-School partners, Kelly's company is willing to sponsor, as well - o Money for early childhood? - o Teacher subscription amount may change - o May need to increase student gifts/treats to account for inflation and more students - o Yearbook, some years we make money, some years we lose ▪ Addis looking into what the \$180 fee was this past year - o Sound system, on hold, need to talk to the district about getting AV specialists in to look at it - o Anything bought from Amazon, send to Addis so it can be tax-free and straight into the bank account - o Box Tops are still a thing, money would be for next year ● Website: \$360/year			
5:35PM	Website Review	● Review page itself ● Review Content ● Decide on MemberHub vs. Website for payment options ● Alex has created a volunteering page ● Elaine, Erika, Alex will be meeting to go through the site, fill in holes, double-check	Final decision	Alex	Today
	OPERATIONAL INFORMATION				
5:45PM	Back to School Activities	● Kindergarten Parent Welcome: Wed, 08.07.24 from 1800-1900 - o Point person? - o PowerPoint development? ● Sneak-a-Peek: Thurs, 08.08.24 from 1630-1730 - o Items needed:	Decisions/ Discussion	Alex	End of Aug Meeting

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		▪ Candy for tables ▪ Paper with financial info & QR code to sign-up/website ▪ Print large calendars (3) ▪ Balloons?? - o Volunteers to welcome and talk to folks - o Start getting sign-ups for committees together - o Room parent sign-ups ▪ 2 parents for each class together ▪ 1 co-lead for Brianna • Chalk the walk: Mon, 08.12.24 1700-1800 - o Need sign-up - o Order chalk • Blue Jay Welcome Signs: Mon, 08.12.24 1900/after dark - o Elaine ordered signs - o Kelly working on letters for the back of the signs - o Need to get new family list from Tina • First 1/2 day of school: Tues, 08.13.24 • Kindergarten Sneak-a-Peek: Fri, 08.16.24 from 1530-1630 - o Volunteers to welcome and answer questions - o Paper with financial info & QR code to sign-up/website - o Candy for table - o Bring large prints of calendars • Back to School Night: Tues, 08.20.24 - o 1st & 2nd: 1700-1730 - o 3rd, 4th, & 5th: 1730-1800 - o Volunteers to welcome and answer questions - o Paper with financial info & QR code to sign-up/website - o Candy for table			

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		- o Bring large prints of calendars - o Include a raffle for parents that sign up for the PTA ● PTA will contribute \$400 to the staff outing, rather than the coffee cart - o \$8.50 per person			
2024 – 2025 TASKS					
6PM	Calendar of Events	● Fall PTA Town Hall: Tues, 10.01.24 1900-2000 (virtual) ● District Site Council Meetings: Mon, 10.07.24 1900 ● Fun Run: Fri, 10.04.24 ● Trunk-or-Treat: Fri, 10.25.24 ● Attitude of Gratitude: 11.04.24 – 11.08.24 ● Taekwondo fundraiser: 01.22.25 – 02.01.25 ● Trivia Night: Sat, 02.22.25 ● 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	Review	Elaine	Ongoing
6:10PM	Committees	● Elaine - o 5th grade committee – need sign-up - o TDK – confirmed dates ● Erika - o Spirit wear - o Town Hall (not a committee, but need a lead for this) ● Kelsey - o Kindergarten welcome - o Sneak-a-peak -> Kindergarten 08.16.24	Review	All	Ongoing

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		- o Yearbook • Addis - o Back to school night - o Marquee with 5th grade committee • Alex - o Sneak-a-Peak -> 1-5th 08.08.24 - o Fun Run - o Trivia Night • Hannah - o Trunk-or-Treat - o Glow Night • Kelly - o Blue Jay Welcome - o Room Parent Leads - o Hospitality			
6:20PM	PTA Communication	• Monthly communication calendar • Tactiles needed • Podcast	Decisions	Kelsey	Ongoing
6:25PM	Community Partners Meeting	• Tuesday, 07.23.24 • Recap meeting	Inform	Kelsey	N/A
6:30PM	Open Discussion	Any open topics			
WRAP-UP					
	Next mtg	September 12th, 1715 – 1845 at Bentwood Elementary			

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