

R.B. Hunt General Assembly
November 16th, 2017
8:35am

Attendees: Jen Stevenson, Kara Tozer, Zeba Ottilo, Jo Ellen Parkey, Katie Crevasse, Amanda Garman, Susan Connor, Karina McClarnon, Kathy Frink, Janet Bell, Heather Beidle, Doris Flaherty, Jacque Watson, Carrie Groleau, Jossy Taylor, Candice Fox, Aubrey Mulligan, Doug Gibson, Danielle Grissom, Lauren Leth, Kim Pacetti, Amanda Garman

8:38am Welcome and approval of October Minutes Jen Stevenson, Aubrey Mulligan motioned to approve, Jacque Watson seconds.

8:40am Budget Update Kara Tozer –
Crazy month; Fall Festival income \$4,000, a little short of our \$5,000 goal. Last year we donated to the firefighter fund. \$11,000 to teacher grants, Arts, resource Mcelhone Conferences. \$28,000 to playground equipment. Jen Stevenson asks for pictures for marketing. Amanda Garman was ready, but they have to approve the ground inspection. it got held up in November Board meeting. The next meeting is December 12th, still optimistic about getting it done during winter break. There is \$42,000 in checking account, just have to end at \$10,000 at end, so we are good. The Book Fair, real time approval of credit card, this year. Track all book sales and scholastic sales, their revenue stream. Totals are 16,000 books bought, \$11,000 in sales, netting school \$6,000 for school. Also was able to supply Guidance books, books for the front desk, and kits for the Afterschool program.

8:44am Business Partners Zeba Ottilo The amount has changed from what is listed on the budget. I have a few verbal commitments. I would like the students to write thank you notes to the Business Partners and want to do a plaque or window sticker for the businesses. Little Smiles did a booth at the Fall Festival and raved about the festival, and want to come back. Keep spreading the word, In Kind donations acceptable, too.

8:46am Fall Festival Update Jen Stevenson/ Jo Ellen Parkey
Lindsay Ohlin, a wedding planner has agreed to take over the Fall Festival. Raymond Klezdik will store the Lighthouse Ringtoss. Jo Ellen Parkey and I are working on a standard operation Procedure (SOP) document for next year. Vendors need Certificate of Liability, to be fingerprinted, need to send

out a letter in August to clear all of that. Another idea is to have staff serve hot dogs, Cafeteria Manager could oversee it. We could potentially make more money. The Fall Festival has been very successful, hope to turn it over efficiently.

8:50 am Holiday Shop Jo Ellen Parkey –

The Shop will be 4 days instead of 5. We can get them shopping earlier. We need wrappers and homeroom parents to let their classes know. We need neat wrappers, otherwise Amanda Garman rewraps, so make sure they do a good job. Sending out forms so the teachers can pick out time. Wednesday we will have volunteer forms/slots. Portable 101, last year we had 3,800 presents.

8:52am Breakfast with Santa (12/09/17) Jen Stevenson

We usually feed 350-400 people, we will have a piano player, asks the entire school to send in food, need help in the kitchen, Jacque Watson asks about any changes because we had Purple Olive in the past. Aubrey Mulligan said we did pancakes, breakfast casseroles. Amanda Garman says that she was a Home Ec teacher and you have to be careful with egg casseroles; buy things from Costco, pastries, anything that you can bring, we will take. The hard boiled eggs go quick. Aubrey Mulligan said we send out a sign up sheet to 5th grade parents. Jo Ellen Parkey clarifies that the 5th grade Elves bring something. Kim Pacetti said she will ask Appleby's to bring something. Jen Stevenson is a certified Food Safety expert.

8:57am Festival of Trees Jo Ellen Parkey

You can ask for donations from local businesses, eg Milo Davis does a photography tree with a free photo session. Some of these trees are worth a lot of money, use a copy of the gift card, give Jo Ellen Parkey the real gift cards to put in the safe. Amanda Garman said they do steal, even Legos, make it beautiful, but not tempting, not supposed to touch, but they do. Signs for trees; she emailed the information, if you email her the info, do it by December 1st, and she will make the tree. Don't go Pinterest crazy. After 10am December 4th, or before 1pm on the 5th. Because the concert is that night, lots of parents to sell tickets to, last minute ticket frenzy at Breakfast with Santa,

9:02am Harlem Wizards - SMS Susan Connor

Parent Liason, from Sebastian, PTAO president there, too. The transition from Elementary to Middle school is hard, A way to make it easier is to

come to the Harlem Wizard Basketball, they play the middle school teachers and feeder schools, said we will take 4 from each feeder school. Amanda Garman having a procedure so she's not sure she will be able to play, but could be a home team cheer squad of faculty and staff with a tutu. To play, you don't have to have basketball experience. Game is the 1/18/18. Sold out last year, only 150 seats. If you want your teacher, to play, put bug in ear. We still need sponsors and will split the profits with you. In addition to Harlem Wizards, want more opportunities for 5th grade family, we launching STEAM, Dec 14th 5-7:30, night of the arts, Lego robotics team, new STEAM teachers, free. We have full orchestra, strings program, any Question's? Victoria Shoff asks if we will get the flyers, Susan Connor says yes, 50 courtside plus tickets for sponsors, trying to get away from selling paper tickets, easier to do online tickets, trying to streamline it. Doris Flarehty asked about Black Friday, Susan Connor said no. Changing to fundraiser for teachers to eat a bug, kiss a pig, etc.

9:10 New Business/Old Business All Playground Equipment (Mrs. Garman) Amanda Garman asks about Chick Fil A Spirit Night, Jo Ellen Parkey said same night as new Star wars, 5:30-7:30 10% of everything. December 15th is the 5th Grade dedication add deadline

9:12am Meeting Adjourns Doris Flaherty motions to adjourn, Danielle Grissom seconds