**R.B. Hunt Elementary P.T.A.O.**

 **General Assembly Meeting**

**August 30, 2018, 6:00pm**

**Media Center**

**Attendees: Amanda Garman, Kishna Patel, Katie Crevasse, Doug Gibson, Kathryn Charalambous, Kara Tozer, Nicole Goyette, Amy Gibbs, Beth Forrest, Alison Johnson, Erin Osborne, Lacey Conner, Hannahlee Goedelman,**

**Renee’ Aunchman, Erin Gunia, Stephanie Martin, Katie Duggar,**

**Allison Torchio, Lindsay Ohlin, Carly Mason, John Mason, Lauren Leth, Anastasia Ryan, Zeba Ottilo, Mary Ellen Johnston, Verite Seward,**

**Heather Beidle, Carrie Groleau, Danielle Grissom, Powell Millard,**

**Lauren Moyer, Shawn Stonaker, Aubrey Mulligan, Kelly Hansen,**

**Danielle Gustafson, Leah Williams, Ashley Altman, Liz Horst**

**6:05pm; Welcome & Introduction; Kishna Patel.** Kishna introduced all of the board members; at 6:06pm Ms. Garman welcomed all of the attendees and stated her appreciation regarding their attendance and support.

**6:06pm; 1st Day School Supply Kits Update; Kishna Patel.** Kishna informed everyone that 104 kids utilized this service of having school supplies procured and delivered by an outside vendor (1st Day School Supplies). In terms of service, was definitely improved compared to the previous year (eg. arrived in timely manner with no missing items).

**6:07pm; Spirit Wear; Katie Crevasse.** Katie let everyone know that $1100 was spent on “back to school” shirts and we made $3200 (the price of t-shirts had increased from $12 to $15). Kara Tozer provided details regarding what is available for kids versus adults (size/colors), and Kishna Patel stated that orders for additional items will be placed throughout the year (versus utilizing a website like the previous year).

**6:08pm; Overview of 2018-2019 Budget; Doug Gibson.** Utilizing the printed budget that had been provided to everyone, Doug began his update by highlighting the Business Partners and Paint-a-Tile events; he also indicated that a “big” change from last year involved an increase in the Hospitality account to fund coffee for the teachers/staff throughout the year. However, this increase falls well within what we had in the budget. In terms of other updates, we already paid $4700 for Scholastic News, and we expected to spend $250 on the Summer Reading Ice Cream Party but actually spent $350. However, it should be noted that ice cream for this party was purchased from Ben & Jerry’s, a new Business Partner who is holding an upcoming Spirit Night so we wanted to support them. From the “Grade Level/Resource Grants” fund, we used $4,000 to provide each teacher with an $80 gift card from Office Depot for supplies and they will also be entitled to 20% off additional purchases throughout the month of September. Doug then gave a brief overview of the Green Initiative and stated that we have received almost $4000 from concerts that have been held at the St. Augustine Amphitheater over the summer. Though these funds are not technically part of our income/expenses, we can definitely use them for our school (provided the money is spent in accordance with parameters set forth by the Amphitheater/Green Initiative).

**6:10pm; Homeroom Parent / Planners and** **Membership Drive; Kara Tozer.** Kara stated that she had a packet for each homeroom parent that contained information/guidance on how to communicate with other classroom parents. She emphasized the Fall Festival and Festival of Trees as being “big” events for which the homeroom parents will need to get assistance from parents. In addition, individual teachers may need help in various areas, and it is important for the homeroom parent to find out those needs and relay to the parents. Kara also emphasized that if you aren’t getting emails from the PTAO, then you aren’t a current member (due to children moving in and out of the school, the list is updated every year). Though Kara brought hard copies of the Homeroom Parent Planners, she indicated she will also send them out electronically. Kara concluded by stating that Ms. Fluman and Ms. Davis would like one more homeroom volunteer for their classrooms and reminders throughout the year to all homeroom parents regarding events.

**6:13pm; Business Partner Program; Amy Gibbs.** After introducing herself, Amy stated that R. B. Hunt has a very large number of business parents and parents, and the Business Partner Program has already been successful this year. However, we are always open to adding new business partners, so please contact Amy if you would like to talk or if you can think of potential new partners.

**6:14pm; Boosterthon Fun Run 9/18-9/27; Kishna Patel.** Kishna gave a brief overview of the Boosterthon Fun Run Fundraiser and stated that Boosterthon (the vendor we are using to coordinate the event) will be on campus every day from Tuesday, September 18 until the day of the run, Thursday, September 27 and have a variety of strategies to “pump the kids up” and get them excited for the event. Emails will soon start going out to parents, and there will be a website where donors can submit pledges online; Kishna emphasized that ALL children will participate and receive a t-shirt regardless of money raised. $34,000 was raised last year, and we anticipate a similar format as last year (eg. friendly competition between grades and classrooms in terms of money raised).

**6:17pm; Fall Festival, Friday October 26th; Kishna Patel.** Kishna informs everyone that the 2018 Fall Festival will be similar as previous years, however we will NOT be using food venders this year; we are going to provide the food (eg. pizzas and hamburgers/hot dogs cooked by school staff). We will also be selling Fall Festival t-shirts, and there is an ongoing contest to see which student’s fall-related design will be included on the shirt. Though business partners will also be included on the back of shirt, there is a deadline of 9/14 due to printing/design deadlines. Lindsay Ohlin will send an email out next week to homeroom parents regarding classroom booth selections at the Fall Festival, but please note that the deadlines are coming up quickly to reserve a booth. If your class does want to do a booth, there are other ways to participate such as running the bake sale table(s). It was also indicated that the Fall Festival will be “decorated” more this year compared to previous years (eg. festive lights; balloon arches).

**6:21pm; Box Tops; Kara Tozer on behalf of** **Victoria Schoff.** Kara estimated that we raised ~**$**1,000 last year from Box Tops (perhaps even $1,200 or $1,500), and emphasized that “every little bit counts” For example, even expired Box Tops still have value. November 1 is the due date to have them into the Box Top program, so we will likely have a due date for our school sometime before Fall Festival.The class with most Box Tops will get a party, and we hope this friendly competition will motivate submission of more Box Tops. If anyone is interested in helping out with cutting/counting of Box Tops, please let us know. We will have a “party”. A brief discussion then took place regarding the possibility of having a Box Top jar in the Front Office, but it was noted that it would be difficult to attribute the Box Tops to particular teachers (thus impacting the class who submits the most Box Tops).

**6:23pm; Spirit Nights; Amy Gibbs**. Amy told everyone that Ben and Jerry’s will be holding a Spirit Night on September 5th from 6pm-8pm, and we will receive 30% of TOTAL SALES – So please go out and support our business partner and our school! [editorial note: the time of this Spirit Night was actually changed after the meeting to 11am – close] We also have two Spirit Nights scheduled with Chick-Fil-A: Thursday, December 13th and Thursday, May 16th; of note, Chick-Fil-A ONLY holds Spirit Nights on Thursdays. R. B. Hunt will receive 10% of all sales from 5:30pm-7:30pm window, and there will be more rewards based on people ordering via the Chick-Fil-A mobile App. Amy indicated that we will definitely advertise these Spirit Nights closer to their respective dates.

**6:25pm; Paint a Tile; Kara Tozer**. Kara informed everyone that information regarding the Paint-a-Tile event (to be held 9/12 and 9/19 after school) had been sent home on a yellow form in the red folders. She then indicated that this is part of the “Square One” fundraiser, and provided details regarding size of tile and pointed attendees to the examples in the front hallway of the school. As of August 30th, there are almost 60 kids signed up. Any additional registrants might necessitate an additional session on 9/26. Kara also stated that any volunteers who wanted to help the kids paint or just “maintain order” with Ms. Christine would be great. Based on previous years, we will likely raise ~$1,000. Kara also noted that by working with Square One, the tile designs can also be used for other items (eg. coffee mugs; mouse pads; calendars).

**6:28pm; New Business/Q&A;** Ms Garman spoke about all of the great things happening at school thanks to the PTAO. For example, the new playground that was recently purchased as well as the potential for a new sun shade on the Kindergarten playground thanks to funds from the Green Initiative. An attendee asked a question regarding a new bathroom to be built outside on the school grounds. Ms. Garman stated that the timeframe is October – February, and the project is out for bid right now; the funds for this building will be provided by a sales tax increase, which has also supported development of other initiatives within our District. Ms. Garman feels very confident that we will actually get this new bathroom/covered structure, as she has been petitioning for 15 years.

**6:32pm; Meeting Adjourns.** Kishna informs everyone that the next meeting will be held on the morning of Thursday, 9/20.