

## Ivymount PTA Meeting

January 25, 2017

Participants: Melissa Porter, Sandy Landis, Peri Ross, Jen Berzok, Beatrice Babatunde, Carolyn Woodham, Caitlyn Mitchell, Nicole Carr, Colleen Whitaker, Nicholas Gleason-Smuck, Meaghan Dwoarschak

### General Updates:

- A Sign-up Genius list is in place with the available PTA committees. We are encouraging more participation. The Sign-Up Genius is available via the PTA website, the listserv, and the Ivymount Newsletter.
  - Agreed to move the proposed target dates of each event into the title of the Sign-up Genius – Carolyn to make edits.
  - Agreed to have the homeroom teachers send the Sign-Up genius link to the parents - Carolyn to facilitate.
- Discussed need to add the staff luncheon to the calendar. We want to avoid conflict with open enrollment.
  - Either May 24 or May 31 are viable. Need to pick a date that does not conflict with open enrollment. The date will be secured once open enrollment timeframes are finalized.
  - Discussed idea of changing the venue
    - Staff expressed that moving the event off campus may result in drop in attendance
    - The possibility of doing the event outdoors and renting tents was discussed favorably
    - Two or three food trucks would be a huge hit. However, there would be lines.
- A possible future event could involve a talent show.
- We need a volunteer to collect and assemble box tops.
  - Carolyn to investigate what is involved.
  - We will either find a parent volunteer, or if Ivymount would like the students to sort and manage this, a staff person will be identified to help support the program.
  - Suggestion to sponsor a prize for the winning classroom.
- Reached decision to focus on two key events this year.
  - Field Day in the Spring. Planning not yet started.
  - Family Winter Dance
    - Logistics
      - Saturday, March 11 from 6:00-8:00
      - This is a whole family event (parents and siblings are invited). Children may not be dropped off.
      - St. Patrick's Day Theme. Setup at 2:30 after Outreach.
      - Need to check on the availability of the facility and to determine if a separate quiet room is available – Carolyn
    - Discussed communications:

- Need to create flyer to announce the event. The flyer will ask parents to RSVP via the Ivymount website – Melissa
  - Need link to online RSVP via the Ivymount Website – Carolyn
  - Need to coordinate communication via teacher email, list serve email, newsletter update and flyer distribution - Carolyn
- Refreshments -
  - Pizza, snacks and beverage will be provided.
  - Discussed using either Broadway pizza or Gregorios. Meagan agreed to call for pricing and confirm that plates and napkins are included in pricing.
  - InstaCart will be used to order from Costco for snacks. Individual portions will be offered.
- Entertainment
  - Need to identify a DJ. We can use either JJ (who has done this for Ivymount in the past) or a student DJ. Meagan to check with both people regarding availability.
  - Suggestion to show video of people dancing. Kids Bop channel on YouTube has been used in the past. If JJ is doing the DJ piece it will be included in the setup. Meagan to confirm.
  - Melissa to look for possible swag items.
- Decorations
  - Meagan agreed to email the art teacher about engaging the kids to make St. Patrick's Day themed decorations that can be used at the dance.
- Budget \$800.
  - We have funds available and want to make this a fun, free family event.
- Support during the Dance
  - Need help from parents for setup and cleanup.
  - Need help from parents and staff to proctor the room.
  - A sign-up list will go out asking for volunteers
- Next meeting Wednesday February 22nd at 6:30