

Longfellow Parent Association (LPA) Meeting

September 10, 2013, 11:30am

Longfellow School Library

Members Present: Bill Stoddart (co-chair), Charlie West (treasurer), Stephanie McDowell (secretary)
Members Elected: *none*
Members Absent: Johnna Visser (co-chair)

- Treasurer's Report: We haven't begun fundraising efforts, so more money is going out than coming in.
- Co-Chair seat has been filled by Johnna. Bill has a volunteer coordinator replacement who will join LPA next month. Joanna is unable to make the meeting today.
- Back to School Night 9-12-13. Charlie and Stephanie will help staff the LPA table 6-6:30pm. Bill will present briefly at the beginning of the general assembly in the gym. Bill will cover the LPA table during the parent sessions 6:30-7:30pm. Stephanie will mention LPA in the Thriving Kinders workshop 6:30-7:30pm.
- Stephanie will take over the monthly newsletter that goes in the Friday Folder. Stephanie will follow-up to find out when the newsletter is due. The article will cover what we are doing and upcoming events.
- Family Meal Night, 10-8-13: Becca Spear is organizing with Farm to School. LPA will support financially with \$100. We'll also promote the event in the monthly school newsletter.
- Farm to School is underway. Last year, Lisa Pocock suggested a cookbook fundraiser. F2S may want to take this on.
- Logo Update/Spirit Items:
 - Holly Crane, Ben Wells, and Jenna Lenz are organizing. Logo design requests went out with the 9-6-13 Friday Folder. Our aim is to kick off the fall fundraising with Longfellow t-shirts. Ben Wells has agreed to print t-shirts at his cost (\$5) so we can offer them for \$10. We hope to get every student a t-shirt.
 - On the t-shirt order form, which will go out by 10-4-13 (due by 10-11-13), we'll have our appeal letter and a section for making tax-deductible LPA donations. We'll also offer t-shirts for adults, etc.
 - On the morning of the 25th, the plan is to have kiddos show up to school and their t-shirts will be on their desks. We will work to get classroom parent liaisons to help with distributing the t-shirts. Students will wear the new t-shirts to the assembly that morning. We need a cheerleader to get them whooped up.
- Fundraising Updates:
 - We're planning to focus our fundraising efforts on Direct Donations (starting with the t-shirt order forms in early-October) and the Fall Holiday Bazaar (Friday, Nov. 8th). Our fall fundraising goal is \$15k. (LPA spent about \$22k last year by distributing some previous year reserves.) 2012-13, we raised about \$15k with Run for Reading, 3 fall fundraising efforts, and Carnival. 2013-14, the goal is \$15k with Direct Donations and the Fall Holiday Bazaar. We hope to go beyond the \$15k with Run for Reading and Carnival.
 - Fall Holiday Bazaar, 11-8-13, 2-6pm: The event won't open to the public until 4 pm, but will run from 2 pm – 6 pm (or maybe a bit later). We host 16 artists in the gym for a "farmer's market" type event. Last year, we split with the artists 60% artist/40% LPA. This year we're hoping to go 50/50. Many of the artists have responded that they're interested in doing it again this year, so the ball has been set in motion on that front, although we haven't discussed the 50/50 split yet.
 - The tasks that need to be handled include:
 - Communication and managing of the 18 max. artists and/or other vendors (Communication of 50/50 split. Most of the artists brought their inventory, but a few had follow up items. Work with them on space requirements and help map and assign spaces in gym.
 - Food/snacks for sale: This could perhaps be handled by Farm to School?
 - Marketing: Create and distribute a flyer for students to take home, make about 15 11x17 posters to distribute around town – places where parents go (need images of product, or use past images) and include a few made by kids (Cares?) to hang up around the school. We also may want to do some PSAs through the local radio stations.
 - Facility Operations: We need to set up a display table outside the front office about 2 wks in advance. We'll also need to work with the artists to map out the tables and assign tables to artists in the gym. We'll need to track down some extra tables as well.

- Accounting: We need to set up the payment system, including a way to have the order forms in triplicate (one for artist, one for customer and one for LPA). The credit card system we used last year belongs to Artworks, so that needs to get worked out again.
- Staffing: Volunteers for the event (2 for set up; 4 for cashier/troubleshooting; 2 for breakdown). Suzy Rea got high school students to help the artists get set up and break down. It would be nice to have someone on the playground or other childcare (G movie in a classroom in case weather is crummy?)
- We should meet in the next two weeks or so to get everyone on the same page.
- Run for Reading: Jen Murgatroy will need LPA to pay for snacks.
- Misc: We'll start a LPA suggestion box with forms in the office. Stephanie will put a notification in the newsletter.
- Adjourned 12noon, minutes by Stephanie McDowell, secretary.

Longfellow Parent Association (LPA) General Meeting

September 10, 2013, 12noon

Longfellow School Library

• Present:

- Principal Randy Walthall randy.walthall@bsd7.org
- Bill Stoddart bill@northforkfinancial.com 579-0334
- Charlie West Charlie@mountaintoys.com 580-4781
- Stephanie McDowell stephgmcdowell@hotmail.com 585-0942
- Brendan Weiner brendanweiner@gmail.com
- Holly Crane hcrane@bozeman.net

- Welcome and Introductions from all present.
- Randy gave correction to LPA calendar for Wetlands Festival: K/1st=Sept 30th, 2nd/3rd=Oct 1st, and 4th/5th=Oct 3rd.
- LPA presentation by Bill: What LPA is, how it functions and major goals.
- Principal Walthall requested that we change the school assembly on 10-25-13 from the afternoon to the morning. We need to get the t-shirts to the students before the assembly. We will ask the classroom liaisons to get the t-shirts to the rooms that morning.
- Randy gave a construction update.
- Randy gave Common Core Curriculum Update.
- Randy stressed appreciation of the LPA financial support.
- Opened for discussion for parent input/questions/agenda suggestions.
- Adjourned 1pm, minutes by Stephanie McDowell, secretary.