Overlook PTO Meeting Agenda

Meeting Minutes

October 8, 2024 @ 6:30 PM in the Overlook Library

(Attendance: M. Bailey, K. Ott, D. Ryder, C. Hunter, K. Ashby, C. Blythin, L. Moore, L. Karamas, T. Behrens, B. kuhn, D. Brumfield, L. Pal, A. Rossi, G. Schleifer, C. Smith)

September Meeting Minutes (1st K. Ott; 2nd B. Kuhn)

Budget and Expense Review (1st M. Bailey; 2nd T. Behrens)

Board Member Reports

From the President C. Hunter: PTO will be offering school wide t-shirts for Overlook students. The cost will be $5 per t-shirt payable to the Overlook PTO. Families will be directed to contact the President if financial assistance is needed. To ensure all Overlook students receive a t-shirt, there will be an option to donate additional funds to cover the cost of the t-shirts for students who are unable to purchase a t-shirt. An option for Overlook staff and parents to purchase the same t-shirt the students will be receiving will be further investigated.

Principal Report

Starting this week, students will begin engaging in walking field trips. There is no school on Friday (10/11). There will be a lockdown drill next week that Overlook students and staff will participate in. The Scholastic Book Fair and Special Persons Event will take place next week. There is third grade Fall testing on Oct. 23rd and 24th in the morning. On October 31st, Fall class parties will take place. Volunteers assisting with Fall class parties will be permitted to enter the building at 2:00 PM to begin setting up for the class parties. The parade will take place at 2:20 PM. This is an earlier start time than the parade has started in the past. The Fall class parties will begin following the parade at approximately 2:30 PM. Volunteers will need to be out of the building by 3:10 PM to allow for student afternoon pickup. Volunteers may take their kids with them upon leaving.

Teacher Grants- None

Teacher Liaison Reports- The conference meals were fabulous. K. Ott will be the Overlook Staff point of contact for individuals with special diets and will share that information with the Conference Meals Committee Chair.

New Business/Upcoming Events

- Committee Chairs- Committee chairs are in place. Please reach out to the PTO Board Members if there is a committee you are interested in chairing or assisting with. M. Bailey will be sending the Committee Chair(s) list of individuals who have expressed interest in helping with the committee.
- Magic of Giving Kick Off- The focus this year will be Overlook Families. The committee chair will work with B. Laino to identify needs for this holiday season.
- Dates Identification- All dates will be pending facility availability.
    - Indoor Movie Night- Friday, Feb. 21st
    - Family Night Out- Jan. 24 or 31st
    - Overlook's Got Talent- Friday, March 14th. There will be the option to purchase flowers for Overlook's Got Talent participants. The event will be paired with a Krispy Kreme fundraiser.
    - Spring Book Fair- Set-up for the event will take place on April 17th. There is no school on April 18th. The Book Fair will be open April 21-23rd. Further discussion and determination if an event will be paired with the Book Fair will take place during an upcoming meeting.

Committee Updates/Follow-ups

- Spirit Wear- There have been a low number of sales for this school year. One recommendation from several individuals at the meeting was to have fewer items with Overlook on them in order to increase the longevity of the purchases.
- Outdoor Movie Night – The event was a success and well received by families. A huge thank you to L. Moore for use of the movie equipment and special guest visit. There was a profit from concession sales that can be seen on the October budget document.
- Classroom Ambassadors- A recommendation was shared for Classroom Ambassadors to partner across classrooms. Classroom Ambassadors have been contacted by the committee chair.
- Fall Book Fair/Special Person's Day- Set-up for the event will be on Thursday, October 10th. The Book Fair will take place Monday, October 14th-Wednesday, October 16th during students' lunch and recess time following the schedule sent out by D. Ryder via the Grizzly Tracks. The students will be able to eat lunch and shop the Book Fair with their special person(s). The Book Fair materials will be packed up for return on Wednesday, October 16th. The event will take place in the Overlook Gym.
- Restaurant Nights/ Dine to Donate- The fundraisers are going well. D. Ryder indicated there was a $500 profit from the Chipotle night that took place last week.
- Conference Meals- Donations have helped with the budget and the meals are going well.
- Lunch Spirit Sales- New items have been added this year per student request: squishies, paw print stickers, and pencils. The committee is marketing via Remind rather than sending flyers home.
- Overlook Rubber Ducks Night- Potential dates for the event were discussed: Friday, May 9th or April 25th were dates identified as possible dates for the event.
- Overlook Monsters Night- The event is scheduled for Jan. 10th. We have paid the deposit to hold the date. More information for the event will be sent home to families at a later date.
- Overlook Skate Night- The flyers are ready and will go home with students within the week. We will start promoting the event on Social Media. The theme this year is tie-dye/neon.
- Winter Santa Shop- The committee chair met with the rep. It has been determined that there will be a markup of 20% on items to cover lost/broken merchandise. Students will be able to shop with cash or via online wallet (similar to Scholastic). However, the merchandise is ours. This means checks should be made out to the Overlook PTO. One class will shop at a time. We selected the high and low price points. We are getting a variety of items for this first sale. Inventory can be sent for restock overnight. Set-up for the event will be on Dec. 6th. The shop will be open Dec. 9-13 for students to purchase items. D. Ryder indicated students will have a preview day, and teachers will sign-up for a day and time for their class to shop. The rep recommended that only students who have money come to the sale to shop. A recommendation to have more than one register was made. The committee chair will reach out to the rep and request a second register and inquire as to the number of tables recommended for the sale. The information for the event will go out to Overlook families after Thanksgiving. However, we will need to work on getting volunteers for the event identified in mid-November.

Adjourn - 1st B. Kuhn; 2nd T. Behrens

Important Dates

October

Oct 3 Evening Conferences
Oct 4 Lunch Spirit Sales
Oct 8 PTO Meeting- Overlook Library @6:30 PM
Oct 11 No School
Oct 14-17 Book Fair/Special Persons' Day
Oct 25 Lunch Spirit Sales
Oct 31 Class Fall Parties

November

Magic of Giving Kicks off- Date TBD
Nov 6 Overlook Skate Night
Nov 7 No School- Conferences
Nov 8 No School
Nov 12 Veterans Day
Nov 12 PTO Meeting- Overlook Library @6:30 PM
Nov 20 1st Trimester Ends
Nov 28-29 No School Thanksgiving Break