

## Christenberry PTA Board Meeting for January 20th at 4:30 pm in Little Theater ( Zoom)

### **In Attendance:**

**Mrs. Johnson**

**Mrs. Cash**

**Mrs. Ayers**

**Kathryn McQuaid**

**Rachel Hutson**

### **Agenda:**

#### **I. Budget Update**

##### **A. Update from fundraisers**

*Kathryn shared budget updates. Fall fundraiser brought in \$2,770.20 and the Apparel sale brought in \$1,226.62 for a total of \$3,896.83 for the Fall semester. That was \$132 over the projected annual goal. However, we need about \$1,500 in the Spring in order to have money to rollover for the 2022-2023 school year.*

*We still have the following:*

*Field Day-\$250*

*Carnival-\$800 ( this will get pushed to the Fall of 2022)*

*Cardinal Club-\$500*

*School Parties-\$250*

*TN Ready-\$550*

*Teacher Appreciation-\$880 ( \$225 to Pedal Java, so \$655 for Teacher Appreciation Week)*

*PT Conferences- \$99 Feb. 16th from 3-5:30pm*

*Student Support- \$585 (Pandemic Needs and Summer School)*

##### **B. School Field Trip Updates**

*K, 1st, 3rd, and 5th have used their buses. We have \$1,150 remaining.*

*PK, SPED, 2nd and 4th can still request buses.*

##### **C. Budget Rollover for 2022-2023 Questions**

1. How much reserve do we need to have in order to start the 2022-2023 school year?

2. How much do we need to raise in order to meet our budget for this year?

*We need about \$1,500 in the Spring in order to have money to rollover for the 2022-2023 school year.*

##### **D. Request from Hospitality-Vote**

1. Pedal Java for Valentine's Day (15th) (\$450/ PTA-\$225)

*We will split the cost with the hospitality team and pay \$225. Rachel and Kathryn will touch base with Ms. Williams and cut a check to the Hospitality Team.*

E. CDs for Playground

*Kathryn is going to deposit the playground funds in a CD in order to accrue more interest. We discussed that we need to ask and promote advocating for the playground with public officials (Mayor's office) and let people in our community know that they can advocate for it.*

*We need to look into park grants.*

**II. Fundraisers**

A. Restaurant School Nights (*Donations to the PTA, no request form needed*)

1. Chipotle- Feb 1st 4-8pm

*Rachel will make class flyers and post on social media. People have to say that they are there for the Christenberry fundraiser.*

2. Little Caesars?

*We will participate in the virtual and contactless program since there isn't a minimum required or any upfront costs. There isn't anything to lose.*

*We will do this from Feb. 28-March 29th. We earn \$6 per kit sold. Our hope is to raise 100 kits and make \$600.*

*We will share the links and advertise towards the end of Feb.*

B. Unsold School Apparel (*Already covered this with a previous request form*)

*Rachel will let the admin know what is left and we will try to advertise it and set it out at the PT conference night on Feb. 16th from 3-5:30pm*

*We can also sell stuff at the Talent Show and at Field Day*

C. Box Tops Update

1. \$21.70/How do we educate and spread the word?

*We will send out the Box Top flyers again sometime in Feb., but we also realize that now that they have moved to a solely virtual platform, we won't make as much money.*

D. North Knox Signs and Banners (*Fundraiser Request Form*)

1. \$50 a banner (UPS store in Halls)

*Rachel will call the City Rep to ask about the fence, the cost and length of time that we can use it. Then we can get a quote from the UPS store in Halls.*

*We will advertise the option to purchase a banner in the newsletter, with the partners at the North Business Group, and with parents*

*We need to adjust the price of purchasing a banner with*

**III. Community Building**

A. Parent/Teacher Conference Date? *Feb. 16th 3-5:30pm*

- B. Spring Carnival Date for the Fall *Rachel will contact the Rec center and neighborhood clubhouse to check on dates/ possibly September 16th from 5-7pm.*
- C. Look at the dates and timeline of PTA's agenda of this next semester  
*Major goals are to rebuild community and connection to one another:  
Filling Station family night  
Instagram/Facebook account of family stories and highlights?  
Or Actively looking for the helpers in the school community and highlighting them  
Notification of a family in need- other families can try to help?*

D. Updates on Teacher Appreciation Week

1. Pedal Java (\$450 for May 3rd or 4th)  
*Alison G. has confirmed them for May 3rd from 7:30-9:30am*
2. Cruze Farm- *Too Expensive*
3. Flourish Flower Truck - *Too Expensive*
4. Yard Signs? Notes from Students? *Ms. Ayers will have after school program make cards, PTA can send in the school newsletter making parents aware of the teacher appreciation week and to send in notes or cards*

*Look at estimates of yard signs*

*Sentimental gifts ( pictures of the school or staff), school magnets, plants*

*from Stanleys?*

5. M- Arlington Church  
T-Pedal Java  
W-Crossings and St. John's Taco Bar  
TH- Texas Roadhouse  
F-Knox Ed

*Next Meeting is Feb. 17th at 4:30pm*

### Little Caesars<sup>®</sup> Fundraising Virtual and Contactless Program:

- You'll earn \$6 on every Kit just like always!
- All orders are placed online with Visa, Mastercard, Discover and Amex, no hand in orders accepted.
- Kits will be shipped for a nominal fee via FedEx with special packaging to keep them cold.
- Everything can be done through your phone, tablet or computer.
- No upfront costs.
- **No minimums required.**
- There is a timeline applied of 4 weeks.
- This program is designed to be convenient for everyone!

### Little Caesars<sup>®</sup> Fundraising Traditional Program

- You earn \$6 profit on every Kit you sell, so your profits accumulate quickly!
- No upfront costs! We supply all the brochures and/or posters you'll need free of charge.
- Your families can also buy online and pay with a debit or credit card making it even easier for the buyers and the sellers!
- You earn free delivery to your location, at a pre-scheduled date and time, with just 100 Kits sold.
- Kits are delivered frozen. They are specially boxed, and can be left at room temperature for 10 hours. Plenty of time for sorting and delivering to customers!
- Groups can set up curbside pick up on delivery day if necessary due to distancing regulations because the Kits have already been paid for!

I would suggest 3/28/22 for 2 weeks of selling

<https://fundraising.littlecaesars.com/products?c=5>

## **Cruze Farm**

We offer a "self serve" option! This option is an "à la carte" and does not include toppings or servers. Our ice cream cups are \$5 each with no minimum order requirement. This is a great option to create your own ice cream sundae bar. The ice cream cups will be ready for pickup at our East Knoxville location before your event. We recommend bringing your own coolers and dry ice.

**Our ice cream cart catering includes servers, chocolate syrup, sprinkles, up to 3 additional toppings, up to 3 ice cream flavors, napkins, and spoons. Our ice cream cups are \$6.50 each and we**

**require a 100 serving minimum.**

**Service/travel fees are as follows: 0-20 miles \$150**

**20-30 miles \$250**

**30-40 miles \$350**

**THANK YOU FOR CONSIDERING US FOR YOUR UPCOMING EVENT!**

**We are honored to be a part of your event!**

**40-50 miles \$450**

**A 50% NON-REFUNDABLE deposit is [CruzeFarm.com/Catering](http://CruzeFarm.com/Catering)**

**required to reserve your date!**

## **Flourish Flower Truck**

**2 stem-\$5.50**

**3 stem- \$7.50**

**January**

Thursday, Jan. 20th at 4:30pm- PTA Meeting in the Little Theater

**To Do:**

- ~~-Start calling Ft. City/North Knox restaurants for school fundraiser night opportunities~~
- ~~-Call Cruze Farm, Pedal Java, and other restaurants about teacher appreciation week of May 2-6th~~
- North Knox Businesses about Signs for a Fundraiser

**February**

Thursday, Feb. 17th at 4:30pm- PTA Meeting in the Little Theater

**To Do:**

- Talk to Meltdown Graphics about new items
- Follow up with Teacher Appreciation and Restaurant fundraisers
- Organize a Spirit Week Flyer and Posters and communication on media and newsletters
- Fill out fundraiser requests forms for the concessions and apparel sale

**March**

March 7th-14th: Spirit Week

Thursday, March 24th at 4:30 pm- PTA Meeting in the Little Theater

**To Do:**

- Advertise the Family Meet Up at the Central Filling Station ( Think about sponsorship for families that might need help with paying for the food trucks)
- Order TCAP and Field Day snacks
- Organize Concessions ( Contact Redeemer)
- Start New Apparel Sale

## **April**

April 5th- Family Meet Up at Central Filling Station

April 18th-29th- TCAPS

Thursday, April 21st at 4:30 pm PTA Meeting in the Little Theater

### **To Do:**

- Deliver Snacks for TCAPs

- Line up volunteers for field day, talent show, and Teacher Appreciation

- Advertise for talent show concessions

- Finalize details for teacher appreciation week

## **May**

May 2nd-6th- Teacher Appreciation Week

May 5th- Talent Show Concession Sale

May 9th-10th- Field Day Apparel Sale

### **To Do:**

- Start planning for the back to school carnival

## **August/September**

School Kick Off Carnival- ***Administration***, is there a good date for this?