

District PTO
Meeting Minutes
March 4, 2024 @ 6pm
Ridge Road Library

Members in attendance:

Stephanie Thomas: GR
Miranda Rice: RR
Kristi Coldiron: RR
Nikkie Malnoske: GR
Desirae Kelly: RR
Jackie Perkins: RR
Patti Sotero: CS
Liz Scaptura: BF
Jane Tanner: BF
Autumn Osborne: GR
Sue Ungvarsky: CS
Katrina Ungvarsky: CS
Melissa Gillette: RR
Anne Marie Bailey: RR (zoom)

4th Grade Unity Day Planning: June 11, 2024 (rain date: June 13, 2024)

Make sure to bring walkie talkies

We discussed last years event, what went well and what changes would need to be made. Each school PTO would come up with 2 stations each. The PTO will review the games and add or make changes to them. Last year there were about 12-16 kids per group.

- Clean up after event: Last year it was very chaotic, all materials just got dumped into one location, so we discussed a more organized approach. One person from each event would be the designated clean up volunteer to collect all materials. All materials would be brought to one location and each school would have a flag or sign labeling their location. It was nice to have the older students from gym class come out and help, we need to check and see if that can happen again.
- Make sure all names are on nametags ahead of time and sorted into groups. Make sure adult volunteers are labeled with Mr. Ms. Mrs. and the last name. We need to have at least one teacher at each station.
- We need to have a water key for the sponges relay so we don't have to carry water across the entire field. The principals will need to put in a request for the water key.
- We will need 2 volunteers to be the runners to give breaks to the adults. One volunteer for 8 stations and the other volunteer for the other 8 stations.
- Last year it was hard for the students to find the nurse, we decided we need a flag to identify the nurse's location.
- All staff t shirts will be handed out prior to the event. There was confusion last year about who got a shirt so this will eliminate any confusion. Only 4th grade teachers and support staff who go to the event will be provided with T shirts. Each school will send a list of teachers who need shirts with the sizes.
- All adult volunteers will receive a lei to wear. Last year it was difficult locating volunteers so this will help them stand out. Gardner Road will order the leis. Last year each school had 10 volunteers, this year we would like to have 12 volunteers from each school.
- All students will receive a t shirt. We will use the same design as last year and change the year. Shirts will cost \$7.50. We will ask parents to pay \$7 and PTO will cover the rest. Shirt sizes will be due by 4/19/24. Students will also receive a wrist band (we have them leftover from last year, so no need to purchase any).
- We need bags to hold the student water bottles (Patti S. has bags and will bring them) One issue with the water bottles was that kids had to wait until a certain time to get a drink. Will they be allowed to

bring them on the field or the edge of the track? We discussed having all water bottles pre-labeled by group and put into the correct bag ahead of time.

- Snack station was a nice break between activities. We need to make sure we have enough chips and water for all volunteers. Patti S. will pick up the snacks and drinks.
- Bussing for the event: Each school principal will set up the busses.
- Letter to parents about the event: Some felt that it was too long and wordy. We talked about shortening the letter and using bullets and phrases, just the important parts will be in the letter. One option was for the letter to have a Who, What, Where, etc. format. We want to have it sent out earlier so parents don't have to pay many expenses at the end of the year at the same time. *Make sure the letter says that students must have sneakers*
- Games/ stations: The gym teachers should introduce and play the games prior to the event. They will review them and talk to other gym teachers about the games if they are not familiar with them. One teacher had a request to incorporate non-physical games into the rotation (team building, problem solving) to let the non-athletes shine. We all agreed that would be a good idea. We could switch between physical and non-physical activities. It was mentioned that after a few rotations students were physically tired and needed a break.
- Introductions: Last year this time was too short: some kids did not have the full opportunity to complete the intro activity. We talked about doing small groups instead of having each student participate (this will also lessen the anxiety in some students) or adding more time to the intro time.
- Music: each school will have their own intro music to walk into and We are Family will be the walk out song
- Last year it was difficult going up and down the stadium for the timer. One suggestion was to bring the timer to the bottom of the stadium. * We need to look into this and see if it is a possibility.
- Other things to remember:
Bring the mascot
Don't sit in the white part of the logo for pictures

*Last years' time was 9-12, we agreed to keep the same time frame.

* Big Flats will create a google doc, and others can add to it as needed.