

*Liberty Pines Academy PTO*  
*Meeting Minutes*  
July 12, 2011

**1. Welcome/Call to Order**

Erika Williams began the LPA PTO monthly meeting at 10:00AM on July 12, 2011, in the Bears Den - Room 290 at Batram Trail High School.

**a. Attendance**

Dr. Schoonover, Erika Williams, Karen Taylor, Cathy Richter, Angela Collier, Trish Hitchcock, Kim Delaney, Howard McGillin, Stephanie Bradford, Anne McGillin, Michelle Shultz, Marty Kondal, Carolyn Haines, Katie Gray

**2. Minutes from June Budget Meeting**

Katie Gray presented the minutes from the June 21<sup>st</sup> meeting; a motion was made by Trish Hitchcock to approve the minutes, a motion to second was given by Anne McGillin. The minutes passed unanimously.

**3. Principal and Officers' Reports**

**a. Principal's Report – Dr. Schoonover**

Dr. Schoonover announced that 15 new staff members will be joining the LPA family. Important upcoming dates & times are the following:

**Wolf Greet** – It has been decided that the wolf greeting will stretch over 3 nights and that based on feedback, the greetings will take place in the classroom. Homeroom teachers will be responsible for collecting monies for lockers etc. It was advised that families be notified to be prepared at wolf greeting to have either two \$5 bills or checks to be able to pay for the locker deposit & planners. It was explained that the cafeteria portion of the wolf greet will only be needed for those children with medications to register with school medical, transportation issues – possible bus tag retrieval, optional PayPams registration, and spirit wear purchases. Dr. Schoonover is requesting 5 volunteers for each night of wolf greeting to assist him and the LPA staff. These volunteers would be directly helping Dr. Schoonover in the cafeteria area with possibly one volunteer in the 3<sup>rd</sup> grade corridor to the portables.

Grades 6-8: Wednesday, August 17, 2011 – 6:00pm-7:30pm

Grades K-2: Thursday, August 18, 2011 -- 6:00pm-7:30pm

Grades 3-5: Friday, August 19, 2011 -- 6:00pm-7:30pm

1<sup>st</sup> day of school – Monday, August 22, 2011 8:30am-2:50pm

Labor Day – No school Monday, September 5, 2011

## Curriculum Chats –

Tuesday, September 13, 2011: 6<sup>th</sup>-8<sup>th</sup> Grade Curriculum Chats from 6:00pm-7:30pm

Thursday, September 15, 2011: K-2<sup>nd</sup> Grade Curriculum Chats from 6:00pm-7:30pm

Friday, September 16, 2011: 3<sup>rd</sup>-5<sup>th</sup> Grade Curriculum Chats from 6:00pm-7:30pm

### b. President – Erika Williams

#### i. Howard McGillin – Review of Bylaws

Howard is a local attorney and was present to review the PTO bylaws and provide explanation as to how the bylaws work and need to be followed. Several items are inflexible as they relate to 501c3 status; however, several items are able to be amended. LPA PTO is a 501c3 not for profit corporation under Florida law. This sets that the organization is tax exempt and has a tax deductible status. In order to maintain the 5013c status an annual filing of form 990 must be submitted to the IRS. This form serves to score the organization on how the organization is performing under 5013c status.

Discussion was had regarding several bylaw areas, including, but not limited to Conflict of Interest policy, race/gender discrimination, retaining funds from fiscal year to fiscal year, membership & dues and the possibility of an open membership, treasurer and possible assistant treasurer responsibilities, the amendment process, and annual audits. It was advised that care be taken with regard to business partnerships as 5013c organizations can not endorse a business. Erika Williams explained that our current business partnerships are setup for businesses to be able to display a banner along the fence of the new football field as well as be mentioned in various other media outlets as a thank you for their support of LPA. Mr. McGillin confirmed that this would not be considered endorsement of a specific business.

The following items were discussed as possible amendments to the bylaws:

Assistant treasurer, the addition of secretary to co-sign checks, e-voting procedures and documentation. It was suggested that a list of proposed amendment changes be presented at the next meeting at which time a bylaws committee would be appointed in order to submit any proposed amendments.

#### ii. Creekline Article

Important dates and announcement will be published in a Creekline article such as Gala news, Boosterthon earnings, Wolf Greeting date & times (including a notification to bring exact change or checks to pay for necessary deposits), Spirit wear information (pick up previously ordered items and to place orders at the wolf greeting for arrival by the end of September), and the Business Partnership Program. Also included in the article will be that the wolf greeting will take place in individual classrooms.

### iii. PTO Discount Card

The suggestion was made to have students use their student ID's rather than provide PTO discount cards. An additional suggestion was made to alert business's that there will be no discount cards and to see if they would like to be listed on the business partnership list on the website and have families state they are an LPA family to receive offered discounts. The decision was made to merge the discount card with the business partnership program and to allow the committee to decide on the best way to move forward. Erika stated that she would discuss these changes with the discount card chair.

iv. Wolf Greeting – Aug 17, 18, 19 – Discussion was had to have optional forms posted on website so families could have them filled out ahead of time. As noted above, Dr. Schoonover has requested 5 volunteers per evening to help him directly.

### v. Other important dates

Welcome Back Staff Luncheon is scheduled for August 16<sup>th</sup> at 11:30am. This luncheon serves to bring the teachers and staff up to speed on fundraising efforts, PTO membership changes and other general LPA PTO news.

Tissues & Tea is scheduled for August 26, 2011. Parents of all kindergarten and new incoming students are invited to attend. PTO will be present to answer questions and provide information to families regarding PTO, volunteering, and general school related questions in a more relaxed atmosphere.

## c. 1st Vice President – Cathy Richter

### i. Fall Gala Update

- a. A \$500 food & beverage sponsorship has been procured from First Florida Credit Union.
- b. Also \$500 was received from Magellan Transportation for the Glow Ball tournament.
- c. A Balloon Pop event has been added, we are seeking \$5 & \$10 Gift Cards
- d. Still looking for a few more Business Sponsorships for Food and Beverage and Entertainment.
- e. Donations still continue to come in for the Live and Silent Auctions
- f. If you would like to approach a donor please double check with Catherine Schwarz to avoid duplicate requests to possible donors.
- g. The next meeting will be held at Pam Watt's house on July 20<sup>th</sup> at 7pm. Anyone is welcome to come help.
- h. If you would like more information concerning the event or the next meeting please feel free to contact Pam Watt at [pam@thewattteam.com](mailto:pam@thewattteam.com), or Heather Lister at [listerhd@aol.com](mailto:listerhd@aol.com), or Cathy Richter at [cathyrichter@sjgcc.com](mailto:cathyrichter@sjgcc.com).
- i. \*\*amendment post meeting – Cathy would like to announce that Brent Martineau is confirmed to be the emcee for the night.

- ii. New Business Partnership Program
  - a. A program has been created in order to have a more consistent message to potential and current businesses we partner with.
  - b. We have approached a candidate about chairing this program “Business Partner Liaison”
  - c. A flyer was presented regarding the Partnership in Learning Program. It was suggested/requested that this flyer be put on the PTO website for anyone with interest to be able to access.

d. 2nd Vice President – Kim Delaney

i. Membership/Volunteers Update

- a. Front office assistance  
Additional front office assistance is requested for everyday of the week. Core times being 1<sup>st</sup> thing in the morning and between 1pm and 3pm, additional assistance would also be helpful during lunch hour. It is requested that this assistance come from a small core group of people very knowledgeable with school policies and procedures that could hopefully help out the same time every day. These assistants need to have the ability to be firm with parents and also be able to deal with items concerning confidentiality. The schedule will need to be worked out in conjunction with the front office staff. If you are interested please contact Kim Delaney.
- 1. Need holiday vendor night chair  
Discussion was had regarding offering this position to a new middle grade parent who has shown interest in having an active role in the PTO.
- 2. Discussion was had regarding sign-up’s at wolf greeting for PTO membership information and volunteer opportunities.
- ii. Any information to be included in the newsletter must be submitted to Michelle Moore by August 31<sup>st</sup>. Her e-mail is [mmoore9@firstcoastnews.com](mailto:mmoore9@firstcoastnews.com)

e. Treasurer – Karen Taylor

i. Budget Meeting Results and State of the Bank Account

Karen provided copies of and reviewed the budget. The following changes were made to the budget:

- \*Under heading School Enrichment, line item ‘PTO discount card’ of \$250 was removed.
- \*Under Income and heading Operations, line item ‘Petty Cash’ \$200 was inserted.
- \*Under the Fundraising headline, line item ‘Miscellaneous Income’ was changed to ‘Credit Card Surcharges’ and was increased from \$100 to \$500.
- \*The revised total for School Enrichment-Board Approval is \$9,368.

Per Dr. Schoonover, due to the increased number of new hires, Mini Grant numbers will subsequently change and will be reported on at next month's meeting.

ii. **Bank Transition Update**

The transition from Bank of America to Atlantic Coast Federal is almost complete.

iii. **Credit Card Machine Training**

Karen will be getting information and training on the credit card machine in the coming weeks.

iv. **State of the bank account**

Total money available after expected activity is \$7765.28 which includes money for deposit just submitted by spirit wear.

f. **Secretary – Katie Gray**

Thank you notes were shared from various teachers and staff.

4. **Sunshine Chair – Carolyn Haines**

Nothing to report.

5. **Committee Reports**

a. **Announcements/Put In Cups – Stephanie Bradford**

Creekline submissions - the deadline for submissions is the 15<sup>th</sup> of every month.

Put In cups are on order there will be enough cups for a wolf head and “wolves” along the fence line as well as enough cups for a rocket and “Boosterthon”.

b. **Entertainment Books Update – Denise Higgs**

Entertainment book are scheduled for distribution the 1<sup>st</sup> week of school. Denise Higgs will be looking for volunteers to help distribute books to teachers on August 19<sup>th</sup> and to help pick up returned books on September 9<sup>th</sup>.

c. **Hospitality – Sybil Brodeur and Meredith Carlo**

Welcome Back Staff Luncheon – more detail will be presented at the August meeting. Anyone who has any items to donate for the chance drawing for staff, please contact Sybil or Meredith. A signup genius will also be coming out in order to get help for this event.

d. **PTO Discount Card – Jessica Egger**

Discussed above.

6. **Old Business**

Erika requested that Spirit Wear order forms, Gala ticket information and other forms be put on the website so they may be filled out prior to wolf greeting.

7. **New Business**

Anne McGillin suggested that we give all LPA staff an LPA magnet and water bottle, possibly at the Welcome Back Luncheon.

Carolyn Haines suggested that LPA do more to become paperless. A huge amount of paper is wasted in duplicate flyers going home to multiple children in the same family. Tuesday folders – youngest child will get the bulk of information – the other child will only get pertinent grade specific information. Carolyn is willing to coordinate this effort and will work with Dr. Schoonover to work out details of how we can minimize duplicate paperwork/flyers.

Marty Kondal will try to have a meeting with room parents prior to big events.

Michelle Shultz, chair of PTO website will try to keep the PTO website more up to date with current events.

8. **Next meeting – August 9th, 10:00 am at LPA.**

9. **Adjournment**

Erika Williams adjourned the meeting at 11:53am. The next scheduled meeting is August 9<sup>th</sup>, 10:00 am at LPA. Subsequent meetings will be held on the first Tuesday of the month at 10:00am at LPA.