

## LPA PTO Meeting Minutes November 1st, 2011

### 1. Welcome/Call to Order

Erika Williams began the LPA PTO monthly meeting at 10:00am on November 1, 2011 in the conference room at LPA.

#### a. Attendance

Mr. Kelley, Dr. Schoonover, Erika Williams, Karen Taylor, Cathy Richter, Angela Collier, Trish Hitchcock, Kim Delaney, Petra Van der Linden, Catherine Schwarz, Katie Gray, Christy Beebe, Michelle Schultz, Tasha Conching, Meredith Carlo, Carolyn Haines.

### 2. Approval of Minutes from October Meeting

Katie Gray presented the minutes from the October 4<sup>th</sup> PTO meeting; a motion was made by Trish Hitchcock to approve the minutes, a motion to second was given by Petra Van der Linden. The minutes passed unanimously.

### 3. Sunshine/Of the Month Nominations – Carolyn Haines

Carolyn Haines presented the nominations for Teacher/Volunteer/Student Volunteers of the Month. It was requested that teachers and parents be reminded about 'of the month' nominations to increase the number of nominated students. The following teachers were nominated: Mrs. Froehlich and Mr. Kirsche. The following individuals were nominated for Volunteer of the month: Cathy Richter, Pam Watt & Heather Lister. The following students were nominated for Student Volunteers of the month: Brady Orr (K-4), Chris Bowker and Hannah Wage (5-8)

The winners of Volunteer of the Month were Pam Watt & Heather Lister. The winners of Student Volunteers of the Month were Brady Orr (K-4) and Hannah Wage (5-8).

### 4. **Principal and Officers' Reports**

#### a. **Principal's Report** – Mr. Kelley

\*Mr. Kelly has requested PTO assistance with regard to management and coordination of LPA evening events (anything after 3pm). This volunteer positions main task will be with managing and coordinating evening events at LPA and will work as a liaison between Dr. Schoonover and the various school groups/clubs having events. Dr. Schoonover has agreed to provide PTO with a description of the position duties so that PTO can fulfill this volunteer request.

\*Clothes Closet – There is a need for a clothes closet somewhere other than the clinic. Mr. Kelly has requested a clothes closet (clothes to be utilized for accidents only) be set up in the PTO office as well as to have someone responsible to keep the clothes organized and the inventory stocked.

\*Paw Pats – Paw Pats are the staff equivalent of the wolf buck reward system. In the past Mr. Kelly was able to use school funding to supply rewards. Mr. Kelly is requesting a volunteer to coordinate and be responsible for requesting and obtaining reward items for the Paw Pats.

\*Discussion was had regarding end of quarter exams. It was suggested that an informational chat be held to discuss quarterly exams in further detail.

b. President – Erika Williams

\*Ms. McMillan is requesting feedback regarding the Orff program.

\*The executive committee approved \$300 for the “of the year” expenditures. It was noted to add a line item to the coming year’s budget for this item.

i. Some needs

1. Clothes Closet

It was suggested that a notice go home to parents that clothing items not sold at the upcoming garage sale at St. Johns Golf & Country Club be donated to the school to fill the clothes closet discussed under section 4a.

2. Paw Pats

A sign-up genius will be created to request assistance to fill this coordination/organizational position.

3. Evening Event Coordinator

A job description will be created by Dr. Schoonover.

ii. Holiday Vendor Night – 12/13 from 6:00-8:00pm

Please contact Farrah Orr if you would like to help with this event.

iii. Creepline – Stephanie Bradford by 11/15; Newsletter – Michelle Moore by 11/25

c. 1<sup>st</sup> Vice President – Cathy Richter

i. Fundraising update

\*There were 7 business participants at the vendor night. The evening was a success.

\*LPA’s designated night for Winter wonderland in St. Augustine is November 29<sup>th</sup>.

\*A net amount of \$5,767 was made from Entertainment Book sales

d. 2<sup>nd</sup> Vice President – Kim Delaney

i. Membership/Volunteers Update

The community committee meets every month. This month is 1<sup>st</sup> & 7<sup>th</sup> grade. Detailed information will be sent home in Tuesday folders.

K-2 is participating in the Make a wish letter program. Macy’s will donate \$1 to Make-a-Wish foundation for every letter written.

Poinsettia sales start this week and will continue to November 7<sup>th</sup>.

Poinsettias are \$10 each and are red only this year.

Chris Kinchen & Jessica VanHoose have graciously agreed to fill the marquee position.

e. Treasurer – Karen Taylor

i. State of the Bank Account

The current checking account balance is \$49,491.46 – please see a copy of the State of the Account in the minutes binder.

f. Secretary – Katie Gray

i. Thank you notes were shared.

## 5. Committee Chair Reports

### a. Book Fair – Erika

The current gross total for the book fair fundraiser is over \$14,000. The online book fair continues through Friday, Nov. 4th of this week. Books that are ordered online will be shipped in a few weeks and we will deliver these to your child's classroom.

### b. Gator Bowl – Erika

This is the last week for Gator Bowl ticket sales.

### c. Red Ribbon Week – Petra

Red Ribbon week was a success. Petra is requesting feedback from the teachers on the week's activities as well as on the National Guard presentations.

### d. Mini Grants – Tasha Conching

The deadline for mini grant applications is November 15<sup>th</sup>. We are anticipating 56 applications this year. 14 have been approved and 5 have been paid.

### e. Volunteer Coordinator – Trish Hitchcock

Trish announced the winners of 'Volunteer of the Year'. Julie Martin is Parent Volunteer of the year and Katelyn Haines is the Student Volunteer of the year.

## 6. Old Business

### a. Playground Equipment – Catherine Schwarz

Equipment prices are reasonable, however installation costs can run as much as the actual equipment. Catherine is going to talk to the company responsible for the original installation of the equipment regarding installation fees.

The suggestion was made to have a check-out system for smaller play items.

Further research will be compiled and presented next month.

## 7. New Business

8. Next meeting – December 6<sup>th</sup>, 10:00am at LPA

9. Adjourn

10. Meeting was adjourned at 11:46am

## Addendum

Trish Hitchcock submitted a request to Erika Williams for unbudgeted funds in the amount of \$300.00 for costs associated with 'Of the Year' expenses such as gifts, video and signage. On Tuesday October 18<sup>th</sup>, 2011, an electronic vote was initiated by Erika Williams to the Executive Committee for the approval of the unbudgeted \$300.00. Under current PTO bylaws, the Executive Committee, is permitted to approve up to \$500 of unbudgeted expenses. The \$300.00 was passed unanimously by all Executive Board members. Please see supporting documentation on the minutes binder.