

LPA PTO Meeting Minutes
September 6th, 2011

1. Welcome/Call to Order/Sunshine

Erika Williams began the LPA PTO monthly meeting at 10:00am on September 6, 2011 in the conference room at LPA.

a. Attendance

Mr. Kelley, Dr. Schoonover, Erika Williams, Karen Taylor, Cathy Richter, Pam Ruskin, Janine Bowker, Angela Collier, Farrah Orr, Trish Hitchcock, Kim Delaney, Anne McGillin, Michelle Cardinal, Meredith Carlo, Petra Van der Linden, Catherine Schwarz, Katie Gray, Marty Kondal, Kim McCormick, Pam Watt, Stephanie Bradford, Michelle O'Halloran, Christy Beebe, Michelle Schultz, Denise Higgs, Carolyn Haines, Erin Gulden.

2. Approval of Minutes from August Meeting

Katie Gray presented the minutes from the August 9th meeting; a motion was made by Trish Hitchcock to approve the minutes, a motion to second was given by Marty Kondal. The minutes passed unanimously.

3. **Principal and Officers' Reports**

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

*A brief review was given of upcoming events and meetings including the following: SAC meeting on September 6th, picture day on September 8th, the 1st home football game on September 9th, and the observance of Patriots Day with a flag ceremony on September 9th at 2pm.

*Curriculum chat days and times are as follows:

6th-8th grade – September 13th 6:00pm to 6:45pm

K-2nd grade - September 15th 6:00pm to 6:45pm

3rd-5th grade – September 16th 6:00pm to 6:45pm

Please note that the doors will open each evening at 5:45 pm so parents can be present in their child's homeroom ready to begin promptly at 6:00 pm.

b. **President** – Erika Williams

i. **Upcoming events** – Pizza with the Principal – 9/27 at 6:00pm

The yearly PTO budget will be voted on at Pizza with the Principle; the executive committee is encouraged to attend this event. Oktoberfest tickets will also be available for purchase at this event.

ii. **Bylaws suggestions**

Trish Hitchcock presented the proposed changes to the bylaws. The proposed changes to be voted upon are as follows:

* Add the Secretary to be able to sign checks.

* Online Votes: The matter must be motioned and seconded with a discussion at a PTO meeting; it then can be tabled for an online vote.

When the vote goes out, the people who have motioned and a review of any discussions must be included in the original e-mail. Afterwards ALL

votes must be printed out, and copies must be kept with the secretary and parliamentarian.

* For votes concerning the allocation of more than \$500.00 a special meeting must be held in order to have the monies approved. Time and place for this meeting may be determined by the Executive Committee.

*The Mission Statement will not be included in the Bylaws.

*Committee Chairs must create and turn in a budget at the budget meeting every year so that the auditor has a checks and balance for the audit.

* Committee Chairs may handle their respective monies prior to turning it into the Treasurer for a second count.

*A motion was made by Anne McGillin to approve the proposed changes to the bylaws; a motion to second was given by Petra Van der Linden.

*The proposed changes passed unanimously.

iii. Updates

1. Creepline – 9/15; Newsletter – 9/25; Website

Please run any updates for the website by Erika or Mr. Kelly prior to posting.

iv. Thank you notes

*Each committee will be responsible for their own thank you notes in order to more personally express our gratitude for a donation. Letterhead will be available in the PTO office and an electronic version of the letterhead will also be sent to all committee chairs. A PTO thank you note card is currently being creating that should work great for hand written notes. Once completed, these will also be available in the PTO office. The secretary will handle postage for the notes so that will not have to come out of the committee budget.

c. 1st Vice President – Cathy Richter

i. Fundraising update

1. Ongoing list

*A list showing all of the “Ongoing” Fundraisers and how they work is currently being created. Current on-going fundraisers are as follows: Box Tops, Soup Labels, Magazine Sales, Dicks Sporting Goods, Target and Atlantic Coast Bank.

*UGobbleUp.com is a new “Ongoing” Fundraiser that is being added to the list. With this promotion, a parent can register their email address and receive daily deals. If they choose to participate in a particular deal, 10-25% of the price will come back to LPA.

2. Gathering information for next year

There have been many great suggestions for possible future fundraisers. However, no additional fundraisers or events will be

added to the fundraising calendar for the 2011/2012 school year. All fundraising ideas for the 2012/2013 will be reviewed in early spring when the following years fundraising calendar is scheduled to be developed.

ii. Partners in Learning

1. May use business partner liaison for information on possible donation/vendors – please see the Business Partner Liaison report in section 4.b.

2. Discount card

*A discount card will not be distributed this year. All previous vendors will be contacted via the Business Partnerships committee. A complete list of participating vendors will be posted on the website and the vendors will be asked to give discounts to LPA families based on the honor system. There is an effort being made to get the discount cards donated with participating vendors listed on the card. The plan is to have this card in place next year with the ability to distribute to all LPA families.

d. 2nd Vice President – Kim Delaney

i. Membership/Volunteers Update

***Due to a technical error in our keepntrack system volunteers who were C L E A R E D between July 25th and August 30th of this year, and have NOT come in to volunteer as of yet, you will need to resubmit a new application. ***

1. Committees and Sign Up Genius

Volunteers that signed up for a specific committee should be sent an e-mail to let them know they are in the system and that they will be receiving notices for other volunteer opportunities.

If you need a sign-up genius sent out please contact Kim Delaney.

ii. Mailboxes

Please check your mailbox in the PTO office on a regular basis. The mailbox out front is to be emptied by the executive committee only.

e. Treasurer – Karen Taylor

i. State of the Bank Account

The current checking account balance is \$22,743.89

ii. Finalized budget for approval at Pizza with the Principal

No changes to the budget have been made since the last budget meeting.

f. Secretary – Katie Gray

*Thank you notes - Various thank you notes from teachers and staff were shared.

4. Committee Chair Reports

a. Box Tops – Michelle O'Halloran

*The Box Top committee is in the process of setting up a quarterly competition among classes to motivate the students to bring in Box Tops. Prizes include a \$20 game or books to the classroom that turns in the most Box Tops by October 21st. Also, the winning teacher will receive a fabulous shampoo and blow-out from Salon 210. This contest will take place every quarter of the school year. At the end of the year, the classroom with the most Box Tops turned in for the year will win the GRAND PRIZE of a build your own ice cream sundae and pizza party. The winning teacher will receive a "Day of Relaxation" which includes a color, cut and style from Salon 210 AND a facial or massage from Spa Me.

*It was suggested that a tally and competition standings be announced monthly (possibly in morning announcements) to keep the students excited and motivated. Additional suggestions for prizes were open gym time for middle grades and jeans days for teachers. It was also suggested that literature be sent home to parents explaining where Box Tops can be found (including e-Box Tops) as well as explaining what the monies raised from Box Tops will be spent on. Please Contact Michelle with prize or competition ideas.

b. Business Partnerships Liaison – Christy Beebe

*Business Partnerships is a new committee consisting of 6 members including but not limited to a secretary, meet & greet with sponsors, in school helper, discount card, and vendor night coordinator. The BP committee is working on creating new sponsorships as well as improving existing relationships with local businesses. There has been an amazing response to the new BP program and LPA's current sponsors are very excited about supporting LPA and most are looking for additional ways to help.

*A running total is being kept of all donations in order to ensure proper documentation of leveled sponsorship. Congratulations letters and sponsorship guidelines are currently being created and a letter will be sent to sponsors when they reach a certain sponsorship level. The BP committee will also take care of creating and placing names on the board outside of the cafeteria, getting business names on the website, getting business names on Facebook, organizing and coordinating sponsor flyers in the student folders & school website, getting names on the front office plaque, and organizing and coordinating banners on the sports field depending on the level of sponsorship.

*If you are looking for donations for your events, committee chairs are encouraged to contact Christy Beebe prior to seeking donations to see if there is a business partner that might be willing to help. By the end of the month \$1000 in donations will have been received with 6 additional meetings scheduled for possible sponsorships.

*In addition, if you have a “Tried and True” vendor that always helps you – please request that they fill out a Donor Form and turn it in to Christy. It is very important that all vendors and donations be recorded to ensure they receive proper recognition. For more information regarding sponsorship levels please visit <http://www-lpa.stjohns.k12.fl.us/LPA%20Partners%20in%20Learning%202.pdf>.

c. Entertainment Books – Denise Higgs

*Entertainment books will be distributed on Friday 9/9.

*Prize distribution day is tentatively scheduled for 9/23 – a sign-up genius will be sent out requesting volunteers to aid with prize distribution.

d. FFN – Michelle Cardinal and Lori McGinnis

*A Pizza with Principle flyer is ready to go out in student’s communication folders and everything is in line for a fun evening.

e. Gator Bowl – Kim McCormick

*The Gator Bowl fundraiser will have its kick-off at the Pizza with the Principal event. The game is scheduled for January 2nd this year. Parking passes will be available for \$25. Adult ticket prices are \$30 with \$10 of each ticket sold going back to LPA. A/B honor roll students get a free ticket with the purchase of an adult ticket. ESIS will be used to verify honor roll status. Parents will have to print off a copy of the child’s interim report from ESIS and send it in with their ticket order form to receive the free ticket. Children not yet in ESIS can show their interim report cards as proof of status (M’s and I’s for K-2). Anyone can buy tickets not just LPA families.

f. Hospitality – Sybil Brodeur and Meredith Carlo

*The welcome back staff luncheon and Tissues & Tea were a success.

*The next appreciation offering will be a breakfast cart will take place at the end of September.

g. Membership – Michelle Cardinal and Catherine Schwarz

*PTO has received \$1380 in donations from families including 1 family at the \$100 level and 9 families at the \$50 level. Families donating \$50 or more will get their name on the bulletin board by the cafeteria.

h. Oktoberfest – Pam Watt

*The current sponsorships total is just under \$6000 which means the costs associated with putting on the event are covered. This means that all monies raised at the event will go straight to LPA.

*A sign-up for volunteer opportunities was passed around the meeting. Please contact Pam Watt or Heather Lister if you are available to help out prior, during, or after the Oktoberfest event. Pam Watt 6691592 address 780 Eagle Point Drive.

*There have been lots of great items donated but additional items such as sporting items, hotel stays and children’s items would be greatly appreciated.

*Room parents are being asked to coordinate with teachers regarding room basket donations. Please contact Heather for more detailed room basket information.

i. Room Parent Liaison – Marty Kondal

*The Middle Grade Lead Parents are well organized and ready to go.

All middle grade communication needs to go thru Trish (6th), Ilonka (7th) and Kim (8th) ONLY. This includes volunteer and supply needs. Committees will be created as needed for events.

*The Room Parent Meeting is scheduled for 9/12 @ 10AM. Anyone on the agenda is asked to provide bullets of information they would like to share so that a summary can be sent to anyone unable to attend.

*Room Parents are being encouraged to use Sign-up Genius as much as possible and it is suggested that room parents include a disclaimer reiterating the need to be an approved volunteer.

*36 out of 46 classes currently have Room Parents - Final Requests for room parent volunteers has been sent out.

j. Spiritwear – Anne McGillin

*Last year at this time spiritwear sales were at approximately \$5,000. Current sales for this year's sales are approximately \$11,000! Over double!

*Spiritwear orders turned in by Friday September 9th will be included in the first order, and delivered the end of September/first week of October. The next order deadline will be Friday October 21st with delivery in mid-November. Those are the only remaining orders being placed for this school year. Order forms and more information can be found on the PTO website. Please email

LPASpiritwear@earthlink.net with any questions.

k. Website – Michelle Schultz

*The website continues to be updated. It is requested that items being posted get proper approval prior to Michelle posting it. Ms. Harrington is limited as to how much she may put on the main LPA page; as such she may just put one or two lines on the main LPA site and then link to the information on the PTO page.

5. Old Business

6. New Business

a. Clinic and PTO Office

*Stephen Devine has agreed to help decorate the health clinic and will be put in contact with Mrs. Lynch.

*The PTO office has been cleaned and organized. Each committee will have a bin for office storage. Please note: do not buy any paper products before checking in the office first as there are plenty of left over's from past events.

*Next meeting – October 4th, 10:00am at LPA

7. Adjourn

Meeting was adjourned at 11:43am