

# LPA PTO BOARD MEETING MINUTES

JULY 2017

**1. Welcome-** President Melissa Kramer called the meeting to order at 9:59am

In attendance: Mrs. Hemingway, Sybil Brodeur, Robyn Cebulko, Kelly Hite, Jen Bachman, Bre Willman, Erin Gulden, Melissa Kramer, Sharon Yates, Melissa Woody, Marty Kondal, Cathy Richter, Rachael Bunnell, Anna Neal, Christy Beebe, Erin Bragg

**2. June's Minutes** were approved by Christy Beebe and seconded by Kelly Hite. Minutes approved by all. (Note change of Mr. Myers to Mrs. Myers)

**3a. Principal-** Our new principal Mrs. Hemingway introduced herself. She is excited to be here, values students and staff. Instructional time is very important and she does little to disrupt it as possible. She values the PTO's role and is transparent with the staff about the benefits of the PTO to the school. Mrs. Hemingway feels it is important to include all her staff in things not just the teachers. Therefore teacher appreciation will be staff appreciation. If she does it for the teachers she does it for all. Mrs. Hemingway said she tries to do something for them once a month. She will be implementing Friday jeans day for teachers. She is giving each teacher a LPA polo to wear and hopes they will also be encouraged to buy spirit wear that they could also wear on Fridays.

**3b-1. Wolf Greet-**Mrs. Hemingway informed us that due to time restraints on teachers during planning week. The district has decided that all elementary meet and greets in the county will be done from 8am-11am on Wednesday, August 9<sup>th</sup>. Our middle school grades will be Tuesday, August 8<sup>th</sup> from 6pm-8pm.

Wolf greet will be set up differently this year. Instead of various lists on the walls that parents need to search through, we will have manned ABC tables set up in the cafeteria where parents will go up and find out their child's homeroom. There will be a table at the end where Lindsay (Computer Operator) will be able to find any student who is not on a list for whatever reason (ex. Student missing shot records, hasn't verified lease, etc) . Elective teachers (art, music, PE, etc.) will also be in the cafeteria for parents and students to meet, as they will be at the ABC tables working. Cafeteria staff will be on hand to answer questions and set up payment plans. Transportation will also be there so parents can confirm bus stop locations and times as well as meet their child's bus driver. PTO will have a table for membership as well as a set up near the stage for spirit wear sales (HS students can earn hours helping out here). The idea is to make everything more centralized for families to get information. The only exception is Tissues and Tea will be set up outside the double doors of the Kindergarten wing, as this is a K-only event. PTO representatives for the following need to be present at wolf greet: membership, spirit wear, treasurer, tissues and tea.

Note: The school office is open from 7:30-3:30 M-F for anyone who still needs to register their child or drop off paperwork such as immunization records.

Extended day enrichment programs (such as art, Spanish, etc.): Mrs. Hemingway will be meeting with the coordinator to set these up. She would like to send a pamphlet home each quarter highlighting what programs are available.

Tuesday Folders will be provided to each student in K-5 this year for consistency with communication. The left side will be stuff to be signed and or returned. The right side stuff to keep at home. PTO will be able to send fliers home with students this way.

July 31<sup>st</sup> at 9am will be the New Family breakfast. This is for families new to LPA and will take place in the media center followed by a tour of the school. At 9:30 all families new and returning are invited to meet Mrs. Hemingway in the cafeteria. Also, on August 2<sup>nd</sup> Mrs. Vance, our guidance counselor, will host an event for NEW Middle school families about being in a k-8 school and give them a tour of the middle school (new families middle schoolers are encouraged to attend)

**3b-2. Website** updates. Our current secretary will be meeting this week with last year's secretary to learn how to update and maintain for PTO website.

Other communications- PTO Facebook page is for anyone who is an approved LPA volunteer. Remind app is a great tool all parents can sign up for. Mrs. Hemingway will be sending out an electronic newsletter each month, there will be a PTO section each month for us to share updates. A flyer of all the various communications available to parents was presented to Mrs. Hemingway for approval and will be sent home in Tuesday Folders.

**3b-3. Business partners-** we will be using some new ways borrowed from Timberlin Creek to thank our business partners throughout the school year, to include logos in our monthly newsletter, a year-end dinner of appreciation, and other incentives.

**3.c Fundraising-** we have 4 main fundraisers this year.

**3c-1.Fall Boosterthon-** this will be coming back in place of Running with the Wolves. Makes sense from a financial standpoint. Last year, Running with the wolves raised just under \$11,000. Looking back at the Boosterthon done in 2014 we raised \$55,000.

The school will keep @64% of the funds raised, which is from a change in the way Boosterthon is run. In upcoming years we can choose to do more of the work and keep more money. However it was decided that it was better in year one to have the Boosterthon people run the pep rally, the run event and provide trinkets.

The pep rally will take place September 25 and the Fun run Oct 6. The Fun run has lessons every day that the teacher will work into their day. This is a more flexible option for the teachers than having the Boosterthon representatives do it.

2 weeks of fundraising efforts headed up by Karen Mallard.

At this time Fun run will only be for K-5, however we may in years to come add a glow run for the middle school students. With block scheduling it is just too difficult for them to participate at this time & not miss too much instructional time.

**3c-2. Wrapping paper-** this is an easy fundraiser that will be headed up by Erin Gulden October 20-October 27. Delivery will happen before Christmas break. This will get lots of promotion on social media outlets. In 2016 we raised approximately \$8800.

**3c-3.Spring Carnival** – will take place April 8<sup>th</sup> and has a team of 5 heading it up.

**3c-4.Yankee Candle-** this was a minimal effort fundraiser that raised @\$4000 last year. It will take place in April with pick up at Night of the Arts on May 10<sup>th</sup>.

**3d. Membership-** Robyn Cebulko is working on a new form as well as banner and poster board.

**3e Treasurer-**report attached. There are 3 items to be added to the budget and voted on.

**3e-1.**-Boosterthon will cost \$15,200 and raise approximately \$40,000.

**3e-2.**-High quality drawstring backpacks- Cost approximately \$850. One of these will be given to each 5<sup>th</sup> grade student at an end of the year promotion ceremony. Bags will also be available for purchase for all other students at Wolf greet. The bags will be available in two colors blue and green. One bag is \$10. If you buy 2 it is \$18. Middle school students are not allowed to carry regular backpacks around school due to overloading them. However they can carry a drawstring bag, the idea is a blue bag for blue day and green bag for green day.

**3e-3.**AVID t-shirts will be provided to each student. The PTO will pay \$5000 for that expense. Each grade level will be able to pick a color shirt, however the design on the front will be the same for all. 5<sup>th</sup> and 8<sup>th</sup> t-shirts may have something special on the back signifying end of elementary and middle school. It was recommended that once a grade level color is chosen that it stay that way for years to come so students have a color to look forward to as well as being able to hand down to siblings.

The motion to add these items was approved by Cathy Richter, seconded Melissa Woody and voted yay by all present.

**3f. Secretary-** Erin Bragg read a thank you note from retired Principal Thayer.

#### **4. Committee Chairs**

**4a. School supplies.** Erin Gulden reports that 340 supply boxes were ordered which is up from last year's 308. These will be delivered the first week in August and distributed to the lead teachers in each grade before wolf greet.

**4b.Spirit Wear-** Cathy Richter showed us some of the new styles available. Online pre-orders have been picked up and will be available at wolf greet. There is a hoodie available, but none were purchased in advance, it is in the online store only at this time. New 10 year anniversary magnets were also ordered, they are available for \$10. Teachers who spend \$40 on spirit wear will receive a free magnet.

**4c.Hospitality-**Chrisy Beebe introduced Anna Neal and Rachael Bunnell, who will coordinating teacher/staff appreciation and the back to school luncheon. Anna reported on the progress of the back to school luncheon. It will be August 7<sup>th</sup> from 12-1. Hospitality will arrive to set up @ 10:30. They are going to have Carrabas provide the main dish of either Chicken Marsala or pasta and a side of meatballs. They will use sign up genius to get donations of sides like salad and rolls. There will be goody bags with chocolates and such for the staff. The new teachers will also receive a special gift. PTO will speak at the meeting at 12, teachers will be sent to the multipurpose room (near concession stand) to make a plate and bring back to the meeting.

**5. Old Business-** none

**6. New Business-**none

**7. Next PTO meeting -** August 15 at 10am.

**8. Adjournment -** President Melissa Kramer adjourned the meeting at 11:05am.