

LPA PTO Meeting Minutes
August 9th, 2011

1. Welcome/Call to Order

Erika Williams began the LPA PTO monthly meeting at 10:02am on August 9, 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, Sherri Edens, Trish Hitchcock, Kim Delaney, Anne McGillin, Michelle Cardinal, Meredith Carlo, Heather Lister, Carolyn Haines, Tasha Conching, Katie Gray.

2. Approval of Minutes from July Meeting

Katie Gray presented the minutes from the July 12th meeting; a motion was made by Michelle Cardinal 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 – Mr. Kelley

*LPA is growing and currently has 1,230 students enrolled with a projected enrollment of 1,250 students by October. Current class numbers are as follows: kindergarten will have 7 classes; 1st grade will have 9 classes; 2nd grade will have 8 classes; 3rd grade will have 8 classes; 4th grade will have 7 classes; and 5th grade will have 6 possibly 7 classes. Middle grades currently have 363 enrolled students and have added an additional math position as well as an additional language arts position.

*The hallways have been named and will be painted shortly to reflect those names voted on by the students during the previous school year.

*A brief discussion was had regarding the upcoming Wolf Greeting. Access to prepare/setup for the Wolf Greeting will be available at 4pm.

*Dr. Schoonover was updated regarding fulfillment of his request for volunteers to assist him at the Wolf Greeting.

*Mr. Kelly was happy to announce that the Media center at LPA has been awarded Florida Power Library status. For more information regarding Florida Power Library please see <http://fasmnet.org/fpl.html>

*A staff count was requested – the most current count is approximately 128 - 14 portable units or wolf dens are set for use this school year.

b. President – Erika Williams

i. Standing Committee for Bylaws

Volunteers were requested for the standing committee for Bylaws. Trish Hitchcock, Tasha Conching and Janine Bowker graciously volunteered to head this committee. Suggestions for bylaw changes include but are not limited to the addition of an assistant treasurer, the addition of secretary to co-sign checks and e-voting procedures and documentation. These suggestions will be presented at the September board meeting, after which Howard McGillin will make agreed upon changes. The updated bylaws will be voted on at the first general meeting on September 27th.

ii. Updates

Updates from committee chairs and board members have been great. A friendly reminder was made to continue keeping good working notes throughout the year to aid in position transitions from year to year.

iii. Creekline Article

August 15th is the deadline for all September Creekline article submissions.

iv. PTO Discount Card

PTO discount card possibilities continue to be discussed.

v. Wolf Greeting, Staff Luncheon, Tissues and Tea

The executive committee is encouraged to attend all three events.

1. Tables for Wolf Greeting - 6 tables are requested

Anne is requesting 3 to 4 tables for Spirit Wear

1 table for Oktoberfest

1 small table for Membership

Separate table for check-out

A suggestion was offered to have computers on and available in the media center for volunteer registration.

2. Staff Luncheon – anyone requesting to speak at the luncheon needs to e-mail Katie Gray by August 14th who will create a handout for all the staff. kgray@sjgcc.com

3. Tissues and Tea - If you would like to speak at the Tissues and Tea please let Kim Delaney know.

vi. 2010/2011 Audit and form 990

The 2010/2011 audit and form 990 are both complete and available for review in the PTO office.

vii. Atlantic Coast Bank (ACB) promotion

ACB has graciously donated \$250 to LPA PTO. ACB would like to announce that they have an LPA back to school raffle basket at their Racetrack Road location. Just come in and register your student for the drawing. In addition, for every new checking account opened at ACB, \$50 will be donated back to LPA.

c. 1st Vice President – Cathy Richter

i. Fundraising update

- 1. Entertainment Books** Aug 22nd –Sept 9th - The books are scheduled to arrive this week. Volunteers are needed on Friday 8/19 at 9:00am to assist in book distribution. Books will go home Monday August 22nd. Books cost \$25.
- 2. Boxtops**
Working on ideas for incentives for classroom collection of Boxtops.
- 3. New Business Partnership Chair** – The new chair of the Business Partner Liaison is Christy Beebe. The first committee meeting will be held at Erika William's home on Wednesday 8/10 at 7pm. A suggestion was made to have a marketing/telemarketing day and that those community businesses that participate in Community Leaders Day put on by SAC be included in business partnership discussions.

d. 2nd Vice President – Kim Delaney

i. Membership/Volunteers Update

- 1. Wolf Greeting Packets**
Assembly of the packets will be this Friday (8/12) from 11-12:30 in the copy room. Two additional volunteers to help with the packet assembly would be greatly appreciated.
- 2. Wolf Greeting Volunteers**
- 3. Front office assistance**
All 5 volunteer positions for front office assistance have been filled. These volunteer duties will start the 1st week of school.

4. Need Holiday Vendor Night Chair and Lower Grades Faculty Representative

*We still need a Holiday Vendor Night chair. Please contact Kim Delaney if you know of anyone who might be interested in this position. **Post meeting amendment/announcement – the Holiday Vendor Night Chair position has been filled.

*Ms. Macdonald has agreed to be a lower class representative.

*Donna Hale has agreed to be the middle grades representative.

5. Room Parent Liaison update

* A new e-mail account has been created specifically for the Room Parent Liaison role (roomparentliaison@gmail.com)

* An e-mail has been sent to Mrs. Hunter regarding scheduling a Room Parent meeting for the beginning of September. The tentative date is 9/12 from 10am to 11am.

* Once the staff portion of the school website has been updated, an introduction email will be sent out to the teachers, which will include attachments of the forms used last year (i.e. Likes & Dislikes, Room Parent Sign Up Form)

* Middle grades will be handled in a similar fashion (a lead person for each middle grade along with a committee to support each grade)

* Trish Hitchcock has graciously agreed to be the lead for 6th grade.

* Kim Delaney has graciously agreed to be the lead for 8th grade

* 7th grade is in need of a lead. Please contact Marty Kondal if you are interested.

* Reminder: all attachments must be in PDF format

* Reminder: please use the BCC (blind carbon copy) for privacy purposes when sending out all communications.

* Request: please specify if your email is meant for everyone (Room Parents to send to class parents), JUST Room Parents or grade specific

* Communications will start once a complete list of Room Parents has been received (please allow a few weeks for me to gather the information from all teachers)

e. **Treasurer** – Karen Taylor

i. State of the Bank Account

1. The bank transition from Bank of America to Atlantic Coast Bank is complete.

The current checking account balance is \$14,117.57

ii. PTO Today access information

GYZI47 is the code for PTO.com website.

f. **Secretary** – Katie Gray – nothing to report.

4. Committee Chair Reports

a. **Membership** – Michelle Cardinal and Catherine Schwarz

The flyer for membership is ready. The double sided flyer explains PTO membership, volunteering opportunities, upcoming events and a donation request. The Gator Bowl date will be fixed and Book fair will be added (October 17th – 21st) as well as the Night of the Arts October 18th. Flyers will be in the Wolf Greeting packets and at the staff luncheon – teachers should be notified that there will not be a PTO membership drive this year.

b. **Spirit Wear** – Anne McGillin

Anne is requesting 3 more adult or high school volunteers for each Wolf Greeting night to assist in sorting and handing out orders. Please e-mail Anne if you have anyone willing to help out.

A polo shirt has been added to the spirit wear line. Left over spirit wear will be offered to staff for a reduced cost and will be brought to the staff luncheon.

c. **Oktoberfest** – Heather Lister

*Auction items are still coming in. Gift cards are still being requested. Need volunteers for the night of the event. If you are interested, please contact Heather Lister.

*\$2,750 has been brought in for sponsorship from the following: Magellan Transportation Logistics, First Coast Credit Union, Orthopaedic Associates of St. Augustine, St. Johns Eye Associates, Taps Bar & Grill, and Atlantic Coast Bank.

*Winn-Dixie will sponsor the dessert and floral arrangements.

*A flyer will go into wolf greeting packets. Oktoberfest tickets will be available for purchase at the Wolf Greeting for a discounted rate. \$65 for two tickets instead of \$35 each.

*Classes are being asked to participate in the auction by creating an item for auction such as a class basket. As incentive to participate; those teachers participating in the class donation to the auction will receive one complimentary ticket to Oktoberfest, in addition half of the monies raised by specific class donated items will go directly back to that class via a school aides gift card.

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

The Welcome Back Staff Luncheon is still in need of croissant and cut up fruit donations. Please contact Sybil or Meredith if you are able to donate any items. School supply themed centerpieces will be raffled off at the luncheon. Preparations continue for tissues & tea.

e. **Newsletter** – Michelle Moore

An effort will be made to have the newsletter go out monthly. The 1st newsletter submissions will need to be received no later than August 25st. The 1st two newsletters will be reviewed by Mr. Kelley.

f. **Meet the Artist** – Sherri Edens (Sandy Blake)

The theme this year of Meet the Artist is to promote relationships. The focus this year is to keep the bulletin board up to date. There is a need to explain and promote the program to the teachers. Sherri will briefly discuss the program at the staff luncheon and will work with Mr. Kelley to make sure teachers understand the program.

5. Old Business

6. New Business

Kindergarten parents are allowed to walk their students to class the 1st week of school only. A question was raised regarding ipad usage at school. ipads are allowed to be brought to school.

7. Next meeting – September 6th, 10:00am at LPA

Adjourn - Meeting was adjourned at 11:43am