

## Liberty Pines Academy PTO Minutes June 17, 2019

1. **Welcome/Call to Order:** 10:05 AM Melissa Woody called meeting to order.
2. **Attendance:** Melissa Woody, Stephanie Cross, Shannon Valentine, Robyn Cebulko, Heather Gilbert, Marty Kondal, Christy Beebe, Jessica McCool, Traci Hemingway, Erin Bragg, Bre Willman, Erin Gulden, Lisa Haas.
3. **Approval of minutes:** Marty Kondal motioned to approve the minutes from May's meeting. Robyn Cebulko seconded the motion and all present were in favor.
4. **Principal and officer's reports:**

a. **Principal's report:** Mrs. Hemingway reported that the administration has been busy interviewing candidates to fill open teaching positions and that she anticipates being fully staffed after one remaining middle school teaching position has been filled. At this time, no associate teaching positions are needed.

Mrs. Hemingway further reported that seventeen teachers and administrative staff members recently attended a professional learning community conference in Ft. Lauderdale which provided excellent instruction on teaching collaboratively. The attendees are excited to share and implement these teaching techniques in the upcoming school year.

Mrs. Hemingway again reported that the school board has approved a new, 20-classroom addition to LPA, which will house 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students upon its completion. Ground preparation will take place during July and August 2019 and groundbreaking is now anticipated to take place in September 2019. Once completed, twenty of LPA's twenty-six portables can be removed.

Mrs. Hemingway also reported that she is using funds donated by the LPA PTO to purchase new playground equipment, along with a shade structure, for the kindergarten/1<sup>st</sup> grade outside play area.

Mrs. Hemingway reported with respect to the Washington, DC trip that LPA will be taking 4 charter buses this year. This would allow 212 students to go. Last year, only 160 students attended. Mrs. Hemingway opened up the remaining space on our 4<sup>th</sup> bus to St. Johns Tech School which is another middle school in St. Johns County. This school usually only sends 5 students on the DC trip.

Finally, Mrs. Hemingway reported that brand-new flooring has been installed in the LPA hallways and cafeteria.

**b. President:** Melissa Woody reported that Renee (Holly) Vantine, the LPA PTO Vice President of Membership is moving. As such, Mrs. Woody called for a vote on Stephanie Cross to take over the position of VP of Membership. Mrs. Hemingway motioned to approve Stephanie Cross as VP of Membership; Marty Kondal seconded the motion and all present were in favor.

Ms. Woody also reported that Jenny Hirsch, the current LPA box-top chairperson, is moving and that Erin Bragg will take over this position. On the subject of box tops, Ms. Woody noted that a new box top program has been created which now requires that box tops be scanned by an application rather than clipped and turned into the school. Ms. Bragg offered to look into this new process. Ms. Bragg will also chair the LPA book fair.

Ms. Woody reported that July 1<sup>st</sup> starts the new budget year for 2019-2020. She prepared and circulated a proposed 2019-2020 budget and began a discussion of several modifications from the prior year budget.

Ms. Woody explained that the proposed budget contains a larger budgeted amount for the back to school luncheon and teacher appreciation. Ms. Willman shared that businesses can now sponsor a hospitality event through a new program called "Friends of the Den." This is outside of business partners and should be of additional financial help to the hospitality chair. Ms. Willman already has one \$200 commitment. The logo of the business partner sponsoring an event will be displayed at the event. There is a \$50 minimum to sponsor an event.

Ms. Woody also explained that the proposed budget eliminates the \$500 senior scholarship for former LPA students. \$150 of that amount will instead go toward the senior soiree hosted by LPA, which is attended by a large number of former LPA graduating high school seniors. The balance of this amount will be moved to the budget for teacher appreciation.

Ms. Woody also explained that, for the past few years, the PTO has supplied field trip shirts for all students. The proposed budget contemplates providing shirts for kindergarten through fifth grade students and eighth grade students. PTO will no longer provide shirts for sixth or seventh graders as these students, in general, prefer not to wear them.

A few additional minor modifications were made to income/expense line items in the proposed budget to reflect more accurate projections of such amounts.

A vote on the finalized budget will take place at the July 8, 2019, PTO meeting.

**c. VP Fundraising:** Bre Willman reported that she will be implementing three new events for 2019-2020. The first is a program called “Pennies for the Playground.” She will place milk jugs in the cafeteria into which students can deposit coins. She will provide totals for each grade each day of the program. The winning grade will receive a Kona Ice party.

The second program is an outdoor movie night on the LPA softball field. Ms. Willman explained that this is not a fundraiser, but rather a family fun event. She is targeting an evening in October. There may be a bake sale and/or food trucks.

The third program is an event called “Paint the Rocks.” Ms. Willman explained that students will come to LPA in the evening to paint rocks that will be placed in the bed around the flag pole. There will be a \$5 charge to cover the cost of supplies. This is also a family fun event that is not intended as a fundraiser.

Ms. Willman reported that LPA will host another Spring Carnival in April run similarly to last year with the help of student volunteers. Middle school students will be paired with high school students, with our LPA middle school students given the first opportunity to volunteer.

Ms. Willman further reported that she is reaching out to activity-based vendors for fundraising opportunities. Some vendors will sell tickets for their activities to LPA at a reduced price if LPA will buy a fixed number of tickets. These tickets can then be sold by LPA to parents at a small profit as a fundraiser for the school.

Ms. Willman shared that she received an in-kind donation from business partner, Mathnasium, of 2 certificates valued at \$498 each. These certificates will be offered as a raffle prize for PTO contributions of \$100 or more. Mathnasium also made a \$200 cash contribution toward teacher appreciation.

Finally, Ms. Willman reported that the PTO will no longer be taking part in Night of the Arts.

**d. VP Membership:** Stephanie Cross reported that she will be working to promote more visibility for the PTO. She will prepare a large chart to display prominently showing how PTO funds have been used to support LPA. She is also

considering providing parents with colored car magnets for different levels of PTO membership.

**e. Treasurer:** Robyn Cebulko reported that the end of May PTO bank balance was \$16,167.15. The PTO had \$779.81 in income/donations. The PTO's expenses were \$24,314.47. The ending PTO balance as of June 16, 2019, was \$15,251.06.

**f. Secretary:** Shannon Valentine read two thank you notes from Lauren O'Shell relating to the Soup-er bowl and teacher appreciation.

5. **Old business:** Marty Kondal reported that 204 school supply kits have been ordered and that the deadline to order is June 20, 2019. She asked for ideas to reach more parents about this fundraiser. Ms. Hemingway will send another email to parents reminding them of the opportunity to buy the supply kits and informing them of the deadline.
6. **New business:** Ms. Willman asked whether the PTO will continue to hold its general meeting at Night of the Arts even though it will no longer be part of this event. All present agreed that the general meeting should continue to take place at this event since it is a large gathering of LPA parents.
7. **Next meeting:** Monday, July 8<sup>th</sup> at 10:00 AM.
8. **Adjourned:** Melissa Woody adjourned the meeting at 10:58 AM.