

## **Liberty Pines Academy PTO Minutes**

### **September 12, 2019**

1. **Welcome/Call To Order:** Melissa called the meeting to order at 10:04 am. Everyone present introduced themselves and shared their role in the PTO this year.
2. **Attendance:** Bre Willman, Erin Bragg, Lisa Hardy, Danna Bicknell, Angela Raines, Miranda Quinones, Christie Commarford, Kate Walsh, Burton Jones, Elaina Sinner, Jen Hayes, Gayle Cormier, Brandy McWilliams, Diana Bishop, Heather Wade, Kathleen Billet, Marty Kondal, Rachael Bunnell, Jenny Felix, Melissa Woody, Robyn Cebulko, Stephanie Cross, Heather Gilbert, Shannon Valentine, Traci Hemingway and Melissa Ochoa.
3. **Approval of minutes:** Heather Gilbert motioned to approve the August 2019 meeting minutes. Bre Willman seconded the motion and all present were in favor.
4. **Sunshine Chair:** Stephanie Cross reported that, last year, participation in the “of the month” nomination program was low. To increase participation, this year, Stephanie has made a box for voting. Mrs. Hemingway suggested placing the box near the staff microwave and offered to include information regarding the purpose of the nomination box in her weekly email to teachers. Stephanie would like to recognize several students who set up a stand in their neighborhood to raise money for LPA’s penny war. PTO may need to increase the budget a small amount in order for Stephanie to give gift cards to these kids. “Of the month” nominations are voted upon 4 times a year. There are 3 winners: student helper, staff member, and school volunteer.

#### **5. Principal and Officer’s Reports**

- a. **Principal’s report** – Mrs. Hemingway reported the following:
  - i. First, we now have a program at LPA that is fully up and running called Heart Math that was purchased by SAC. It is a computer program designed to help teachers get all students in class in sync. Kids get to volunteer and their biometric data is displayed on the screen. The idea is that when you surround yourself with people who are in coherence, you become coherent. This is good to do before a big test or to get them ready for learning. Our goal is to focus on positivity at LPA, which includes trying to create a family atmosphere in the classroom.
  - ii. Second, PBIS is up and running. There were some social media rumors that our district is/was sharing student information, which is not the case. We have a system called Clever and it does not share anything other than a student’s name and their homeroom teacher. Teachers do not get information such as ethnicity when they pull up the student on the system. Bar codes are based on the student number. No

personal information is shared with PBIS. Mrs. Hemingway made clear that this program is intended to be positive. Teachers and administration are stressing to middle schoolers the importance of wearing their lanyards. This is necessary for PBIS but also is good for school safety. It is clear that if you have a lanyard on you are supposed to be at LPA. It makes the lunch line go faster, too.

- iii. Third, Mrs. Hemingway submitted the necessary paperwork relating to the new playground for consideration at the July school board meeting; however, it did not get included on July board agenda. It was included on the August board agenda and was approved at the end of August. BYO recreation is our playground vendor and it was somehow removed from the St. Johns County School Board approved vendor list. The playground equipment has been ordered but BYO is currently working to get approved as a vendor so that our purchase order can go through.
- iv. Fourth, our new school building has been approved. It will be going up behind the middle school building. The construction fence should go up at the end of September/beginning of October. No large construction projects will take place during the school day. Once the building is constructed, the 5<sup>th</sup> grade portables will go away first. The reason the building will only have 20 classrooms (when we currently have more than 20 portables) is that if they build us a large building, our school population will have to get very large and the district will not be able to build another school until we are at capacity. We do not want 3000 students at a K-8 school. At the end of last year, we were at 1607 students. We are at 1553 students right now. They are looking at our trend of class size decreasing, so they considered that with respect to the new building. Eventually, we may not need any portables. The PE pavilion is not going away. We are losing some of the softball field. Construction workers will be background checked and they will not be in the school building.

b. **President** – Melissa Woody reported on the following:

- i. Melissa reported on behalf of Jen Bachman, the room parent chairperson, that Jen held the annual room parent meeting and that Jen emailed introductory materials to room parents. Third grade teacher, Mrs. Dirksen, does not have a room parent. All other teachers have a room parent.

- ii. Mini grants: PTO offers mini grants for all teachers. The grants are \$50 for teachers; elective teachers receive larger grants. Caitlin DiBenedetto is in the process of collecting teacher requests for grants.
  - iii. Melissa reported on behalf of Holly VanWagner, who is helping Bre Willman with fundraising. Holly has arranged for Bravoz to allow us to sell an “All Access” pass. Cost is usually \$29; however we can sell the passes for \$25. We have purchased 100 passes at a cost of \$10.25 per pass. Profit goes to the PTO. This will roll out on October 1<sup>st</sup>. All ordering will take place online. The passes have no blackouts and they do not expire.
  - iv. First aid kits: Four first aid kits were requested by teachers. Robyn has purchased them. Two will go to the coaches for school sponsored sports: one for home games, one for away games. One will go in the cafeteria and one will go in the gym.
  - v. We are going to look at the calendar to try to plan an evening PTO meeting. Our goal is to schedule one nightly PTO meeting per semester. This will better accommodate working parents who wish to get involved in PTO.
- c. **1<sup>st</sup> VP Fundraising** – Bre Willman reported on the following:
- i. Pennies for the Playground/Penny Wars update: We have raised over \$2,000. The cafeteria staff have helped facilitate this fundraiser in a fun way. They have been bringing the jugs around to the tables in the cafeteria and kids are heckling each other in other grades.
  - ii. LPA Movie Night is scheduled for October 18 from 6:30 pm to 8:30 pm. We will be showing Toy Story 4. Relay for Life will be selling concessions. Chick-fil-A will also be selling food. We have been offered by a vendor free toilets and free lighting for this event. This will help keep us under budget. NJHS and high schoolers will have some volunteer opportunities at this event.
  - iii. Field trip shirts will be in at the end of the month. NJHS will have volunteer opportunities to help sort the shirts.
  - iv. The first carnival meeting will take place at Bre’s house on Oct 29<sup>th</sup>.
- d. **2<sup>nd</sup> VP Membership** – Stephanie Cross reported on the following:
- i. We are up to \$7,510 in PTO membership. This amount includes staff membership of \$545. Our overall goal was \$6,500.
- e. **Treasurer** – Robyn Cebulko reported on the following:

- i. Robyn distributed the State of the Bank as of September 12, 2019. The PTO Vystar account balance as of 8/15/19 was \$33,780.45. PTO has taken in income/donations of \$3,825.33. Expenses have been \$5,005.28. The PTO account balance as of 9/12/19 is \$32,600.50. After outstanding checks clear, the new balance will be \$32,064.47.
  - ii. PTO taxes have been filed. Jen Hayes offered the services of her company, Liberty Tax, for next year's filing. This donation will save the PTO \$370.
- f. **Secretary** – Shannon Valentine reported that she is continuously updating the PTO website and to contact her with any changes or updates to the site. There were no notes of thanks to be read at this meeting.

## 6. Committee Chair Reports

- a. **Business Partners** – Danna Bicknell reported that solicitation of business partners started at the beginning of July. We now have 19 partners and have raised \$20,320. Efforts to obtain additional business partners will conclude at end of September. Let Danna know if anyone knows of any businesses interested in participating in the program. We have 4 platinum level partners, 12 gold level partners, 2 silver level partners and 1 bronze level partner.
- b. **Spiritwear**-- Burton Jones reported on online spiritwear orders. There have been \$885 in sales, which is expected to yield \$276 in profit to the PTO. Burton will be distributing these orders.
- c. **Charleston Wrap**--Marty Kondal reported on the Charleston Wrap fundraiser. The packets will be distributed to classrooms on Monday or Tuesday of next week.
- d. **School Supplies fundraiser**-- Marty Kondal reported that we should receive a check for our profit in the school supply fundraiser in October.
- e. **Bravoz fundraiser** – See President, Melissa Woody's report above.
- f. **Hospitality**: Heather Gilbert reported that she had many RSVPs for the Boo Hoo breakfast, but fewer people came. The breakfast started at 9am. Mrs. Hemingway suggested that next year the breakfast start at 8 am so there is not an hour between dropping off students for school and the start of the breakfast. Parents who did come seemed to really enjoy it and met a lot of other parents. Many new parents signed up to volunteer.
- g. **Box tops**--Erin Bragg reported regarding Box tops that we have earned \$34 so far. She is still receiving clipped coupons. She is not sure yet how many people are scanning. She asked Shannon Valentine to post information regarding the box top program on the PTO website. We can double dip by

clipping box tops and scanning them. More companies are participating in the program because they do not have to print the label on their packaging. We will do a whole school reward by semester. Our goal is \$1000 for the year; if we reach \$500 per semester, students will receive a hat day or the like.

h. **Boosterthon** –Lisa Hardy reported on Boosterthon. She reported that we are keeping the same schedule as last year. The Fun Run will take place on 11/15/19. Someone will be at LPA early the day of the Boosterthon to let the Boosterthon employees into the school. We are having a teacher meeting regarding Boosterthon the morning of 11/4/19 at 7:30 am and also a pep rally for students in the gym that same day (the pep rally for K-2 students will take place at 9 am and grade 3-5 students at 9:40 am). Boosterthon sends the school a daily CD with 2-3 minute lessons. The school plays these clips after the morning announcements. The theme this year is mindspark/wild west. We are working toward earning computers and playground equipment. We hope to net \$33,000. Boosterthon takes a significant percentage, but they are a great company to work with and give us a lot of fundraising resources. They handle set up, prizes, the pep rally, etc. Because we distribute prizes with volunteers, we get a bigger portion of the proceeds. October 23 at 1 pm is our two week check in meeting with the Boosterthon company. Our weather should be cooler since the Fun Run is scheduled later in the year. Bre Willman is helping with shirt distribution. We will be seeking volunteers for distributing water, etc. Kids will be outside at the Fun Run for about 45 minutes. There will be nightly incentives for students who get donations. There will also be classroom rewards and school wide rewards. If we reach our goal, the administration might do a pie in the face as an incentive to the students.

7. **Old business**—There is no old business.

8. **New business**— There is no new business.

9. **Next meeting** – Thursday, October 10th at 10 am

10. **Adjournment** –Melissa Woody adjourned the meeting at 11:03 am.