

Liberty Pines Academy PTO Minutes December 12, 2019

1. **Welcome/Call To Order:** Melissa Woody called the meeting to order at 10:04 AM.
2. **Attendance:** Miranda Quinones, Heather Gilbert, Gayle A. Cormier, Robyn Cebulko, Rachael Bunnell, Christy Beebe, Traci Hemingway, Shannon Valentine, Melissa Woody, Diana Bishop and Melissa Ochoa.
3. **Approval of Minutes:** Heather Gilbert motioned to approve the November meeting minutes. Diana Bishop seconded the motion and all present were in favor.
4. **Sunshine Chair:** Melissa Woody reported the following on behalf of Stephanie Cross:
 - i. With respect to “Of the Month” nominations, Christopher Li was nominated for student of the month; Mrs. Petra, Sherry Ryan, Jackie Myers, Ashley Woolston, Charlene Jones, Deputy Barnhart, Lindsay Waggoner, Nurse Lynch, and Mrs. McCool were all nominated for staff member of the month. A vote was taken by all present; Christopher Li won student of the month and Deputy Barnhart and Nurse Lynch both won for staff member of the month.
 - ii. Stephanie’s quote of the month for December is: “Let your smile change the world but don’t let the world change your smile.”
5. **Principal’s and Officer’s Reports**
 - a. **Principal’s Report** – Mrs. Hemingway reported on the following:
 - i. Mrs. Hemingway showed all present drone photos of the progress of the construction of the new grades 3-5 building. She reported that the cement footers have been poured and the foundation framed. Sealant went down before the cement was poured to prevent moisture from seeping in. Once the concrete slab was poured, they then covered the slab with a non-stick substance, followed by rebar and wood to mold cement walls. During Christmas break, they are going to raise these walls. They cannot do this while the kids are in school because it requires bringing in big equipment. Mrs. Hemingway is going to

film the process and put video on the school website over the holiday break. End of May is the building's anticipated closing date. Hopefully, there will be no delays. We will have all of June and July and part of August to get the building prepared for school to start. Mrs. Hemingway has ordered all of the furniture and blinds. Mrs. Hemingway is able to use the same flooring in the new building as just went into the main building. We are going to finish the rest of the hall (and other areas that were not previously completed) this summer to match the flooring that went in this past summer. The cost of the new flooring is almost \$80K and Mrs. Hemingway has to pay for this from her budget. Eventually, flooring will be replaced in the middle school wing and finally in the elementary wing. We want to do this wing last because we will lose the interactive flooring.

- ii. Mrs. Hemingway is hoping the grades K-2 playground will go in over the holiday break.
- iii. Mrs. Hemingway recently payed to have the school intercoms upgraded. She explained that she has been conducting drills during the middle school class change. The issue has been that the students cannot hear the intercom. Mrs. Hemingway has installed the big horn intercoms so that kids can now hear it. She also enhanced the intercom system in the gym so that when LPA has big events, everyone can hear well (one such event will take place this Friday the 20th—a volleyball game with students v. teachers). They practice the lock down drills every month so the students know what to do under varying circumstances. It is a good idea to do the drills during class change because that is when an incident would most likely happen. Mrs. Hemingway is out in the halls to help students decide what to do/where to go. Afterwards, teachers debrief with the kids. Mrs. Hemingway has a meeting with the administration right afterwards, too, to ask what the administration saw/noticed so that any issued can be addressed.
- iv. We have a “construction corner” on the LPA website with pictures so that any parent can view what is going on at the school with respect to construction.

- b. **President** – Melissa Woody reported on the following:
 - i. The Boosterthon dates for the 2020-2021 school year are: 10/28/20 – 11/6/20 (only running for 1.5 weeks instead of 2 weeks); the pep rally will be held on 10/28/20; the Fun Run will be held on 11/6/20. Melissa asked Mrs. Hemingway to confirm that the dates work before she signed the contract with Boosterthon.

- c. **1st VP Fundraising** – Melissa Woody reported the following on behalf of Bre Willman:
 - i. Bravoz—We still have gift cards available for Bravoz. Our goal at this point is to recoup our money. The passes are \$29 normally, but we were selling them for \$25. We have recently reduced the passes to \$20 since Bravoz put out a Groupon offering the same passes for \$20. It is a 2 hour pass, but really allows unlimited time unless they are really busy. We can try to push them for gifts/stocking stuffers. Melissa Woody has some physical passes to sell.
 - ii. Jacksonville Icemen--There is no update on Icemen Ticket Sales.
 - iii. Mack's Tenders Spirit Night--We made \$75 on our December 10th Mack's Tenders night.
 - iv. 8th grade field trip shirts—Mrs. Hemingway said that Jason Ferrara is in charge of the shirt design and getting all of the shirt sizes.

- d. **2nd VP Membership** – Stephanie Cross had no report.

- e. **Treasurer** – Robyn Cebulko reported on the following:
 - i. Robyn distributed the State of the Bank as of December 12, 2019. PTO started off the month with a balance of \$55,844.89. Income for the period was \$71,365.61, including \$56,494.81 in income from Boosterthon and \$13,553.00 for Book Fair. Expenses for the period were \$7,523.13, including a \$4,377.62 expense for field trip shirts. The PTO ending balance as of today is \$119,687.37. After outstanding checks clear, the new balance will be \$79,211.92.

- ii. Propose Mid-Year Check for LPA/Vote –Robyn explained that in the past, we only gave one check a year to LPA. Last year, we were able to give a mid-year check. LPA needs funding for another playground and for iPads for the 5th grade, which is the only grade without the allotted amount of ipads for the classroom. \$46,000 is the total for the year needed for these expenses. Melissa Woody and Robyn Cebulko, to be conservative, looked at all PTO expenses through the end of the year and the summer (such as field trip shirts and the beginning of year expenses (e.g., hospitality)) and assumed no fundraising money coming in during the spring, and came to the determination that we can give a mid-year check in the amount of \$37,000. Assuming we do make money on the spring carnival and yankee candle sales, we can safely cut a check for the rest of the \$46,000 plus more. When Mrs. Hemingway receives a check, she has to tell the school board how she is going to use it. Approval will take place at the January school board meeting. It is not a fast process. She does not have enough money to fully fund the playground right now. First, Mrs. Hemingway will use the PTO money to buy ipads (32 ipads and 32 cases) for 5th grade. When she gets the rest of the money needed for the playground, she'll do a purchase order for the playground. She cannot borrow from another fund to make the purchase early. Also, she cannot submit a purchase order until she has all of the money to fund the entire project. The sooner we can get Mrs. Hemingway a check for the remaining amount to fund the playground (hopefully after the spring carnival), the sooner she can get it on the school board docket for approval.
- iii. Shannon Valentine made a motion to approve cutting a check from PTO for school enrichment in the amount of \$37,000. Melissa Ochoa seconded the motion and all present were in favor.

f. **Secretary** – Shannon Valentine had no report.

6. Committee Chair Reports

a. **Book Fair** – Robyn Cebulko reported that we used Follett this year for book fair and they were far superior to Scholastic. The main benefit is that Follett is where LPA’s librarian, Laura Rogers, has been buying her books and we get a higher percentage from Follett. We were able to drop ship any book that wasn’t in stock. We received 30% back in profit. Total sales were \$17,876.11. Of that amount, Laura will receive over \$5,300 in books. This amount is considerably more than we have ever gotten from a past book fair. This is in part because Laura buys books from Follett. If we commit to another book fair, we receive another 10% (that is, our portion will go from 30% to 40%). Robyn is looking to do a second book fair the week of April 24 to April 30. Christy Beebe mentioned that we always sell out of Sunshine State books. Mrs. Hemingway said that we might not be doing Sunshine State books anymore and to ask Laura Rogers about this. Christy suggested that if they are still doing Sunshine State, it would be a good idea to get the book lists from teachers so that parents can buy them for their kids to read over the summer. Robyn said that we need all books in stock that are on the flyer that goes out to the students because they come into book fair looking for these books.

b. **Hospitality** – Heather Gilbert reported on the following:

- i. With respect to staff recognition, we normally give each staff member a “goodie” monthly. Melissa Woody and Heather Gilbert decided that, instead of purchasing smaller goodies monthly, they would change things up and do one big holiday gift. They purchased red and black plaid blankets and Social Grade donated the embroidery of a paw print on each blanket (a HUGE thank you to Social Grade). We have 155 staff members. They were able to purchase the blankets for \$2.99/person. We will also do a year end gift. The blankets will be placed in staff members’ boxes starting Wednesday of next week.
- ii. Diana Bishop and Melissa Ochoa are coordinating staff appreciation week. They have great ideas. Melissa Ochoa reported that the theme is “around the world--grab your passport!” Day 1 (May 4) will be a French theme, complete with gourmet coffee and pastries. Staff members will have passports for each stop during the week. There will be a taco Tuesday lunch for them (and crazy hat day for the kids), which happens to coincide with Cinco de Mayo. There will be a taco shaped

cut out for kids to write a note. Wednesday is Australia themed—"Stuff yo pouch." Thursday is themed upon the island of St. Johns in the Caribbean. We will have Jason's deli for breakfast as well as Tropical Smoothie. Kids will bring in a teacher wish list item that day. Friday, May 8 is "Back to Florida—welcome home." Kids wear spiritwear. Mrs. Hemingway is doing a staff breakfast. Class moms can bring in a class gift on this day. Diana said they will send out communication to class moms closer to the time.

c. **Blessings in a Backpack**—Melissa Woody reported for Michelle O'Halloran. Michelle collects donations of food and puts together bags for donation. Melissa will ask her to send us a list of needed items so families here can donate. Michelle collected 45 bags this week and will be sending food home with students all next week so that kids in need will have food over the break. She has a passion for blessings. Her work is often behind the scenes with not enough recognition.

7. **Old Business**—There is no old business.
8. **New Business**—There is no new business.
9. **Next Meeting** – The next PTO Meeting will take place on January 9th at 10 am.
10. **Adjournment** –Melissa Woody adjourned the meeting at 11:00 am.