

**LEXINGTON MIDDLE SCHOOL**  
**PTO MEETING AGENDA**  
**SEPTEMBER 6<sup>th</sup>, 2017 @ 8:15 a.m.**

**Call to order – 8:15**; present – Jenny Burkholder, Chris Ballew, Dee Dee White, Stephanie Kelley, Jenn Friedah, Tiffany Walker, Gloria Nester, and Kate Mills. Parents in attendance: Darlene Jack, Kendall Hall, Erin Hermann, Crystal Russ, Angie McCathern, Becca Bertok, and Danielle Tyner, and Lauren George. Not present – Marlo Skinner, Amber Ramos, Mary Rogers, and Christine Cole

**Welcome** – Jenny Burkholder – A big welcome to all of the parents in attendance!

**ADMINISTRATION UPDATES** – Gloria Nester; Kate Mills

Smooth start to the year. Open house is Thursday September 7th. 6<sup>th</sup> grade will be from 5:45-6:30 and 7<sup>th</sup>-8<sup>th</sup> grade will be from 6:45-7:30.

**EXECUTIVE COMMITTEE REPORTS**

**President – Jenny Burkholder**

- Mary Rogers will be our Teacher Representative for the 2017-2018 school year.
- Teacher Survey Results – Teachers love the food and monthly treats from Hospitality. A lot of mentions in appreciation of Teacher Grants and items for classrooms. Would like to see a spirit wear store, but not sure of feasibility.
- Food Fundraiser Requirements Update –See Drive-Thru Days
- 18 Things to make our PTO more efficient, inclusive, fun and creative – we are doing most of it! See attached form

**Treasurer – Dee Dee White**

- Monthly Treasurer's Report – Financials for August and previous years
- Cash on hand \$32,915. \$48,000 total to start the year. See treasurer report
- District Financial Training Update (with Jenn Freidah) Meeting for who deals with cash in the school. Should have multiple people around when money is present. Have someone look at cancelled checks to protect ourselves. People who count money should deposit checks so Dee Dee doesn't have to make a separate trip.
- Teacher Grants – coming in. Deadline is Friday September 8<sup>th</sup>. Dee Dee will ask Gloria to remind teachers.
- Lowe's Foods – received \$231 from Cart to Class program. Put in administrative account to help fund certain things like IXL

**COMMITTEE REPORTS**

**Box Tops** – Amber Ramos – not present – collection date is November 9<sup>th</sup> and 10<sup>th</sup>

**Spirit Wear** – Marlo Skinner (not present) & Jenn Friedah

- Spirit Wear Sales Update and Upcoming delivery –will deliver on Mon Sept 11<sup>th</sup>.
- Door Mats Update coming in next week

- Spirit Wear Fall Order – Order in November if qty is 70+ for those who did not buy or pre-order at class assignment day. Delivery in December before holiday break.

**Fundraising** – Jenny Burkholder & Christine Cole

- Fundraiser Kick-off is Wednesday, September 13<sup>th</sup>. Due date for orders is Wednesday, September 27<sup>th</sup>. Orders must be reviewed and money counted and deposited by Monday, October 9<sup>th</sup>. All orders to be sent to the company no later than Wednesday, October 11<sup>th</sup>. Delivery day is November 8<sup>th</sup> from 2:30 -6:00
- Need plenty of volunteers to help count money and process orders between 9/27 and 10/9. Due to the nature of this, we plan to only use current PTO Board members.....In other words, all Officers and Chairpersons. This is always a fun time too!
- **Drive-Thru Days** – Tiffany Walker – Food Fundraiser Requirements Updates – can have up to 30 exempt food fundraisers a year. Checking into consecutive selling days. Bonnie to announce the day before fundraisers to remind kids to bring money. Tiffany to work on getting copy of 1. employees SERV safe certificate, 2. DHEC Inspection, 3. Proof of liability insurance, and 4. Responsibility for food born illness form from CFA, TCBY, and Pelican's.

Football team has CFA on September 14, Dance has CFA on October 12. Mary Rogers, the teacher rep, will get in touch with teachers to coordinate the rest of the dates for the year.

**Hospitality** – Chris Ballew – BOY breakfast from Lizards Thicket went well. On September 22<sup>nd</sup> will provide subs from Publix using \$100 gift card, volunteers will bring in sides, and Chris will send out sign up genius for volunteers. Will consider doing a drawing for the staff.

**Business Partners** – Jenn Friedah – Calendar Update

Three levels of Sponsors brought in \$6200 in total donations. Sponsors logos and ads are in new LMS calendar distributed to all students, sponsor names are on spiritwear bag, as well as on the banner in front office and on the tv in front office.

**New Business** - no new business

**Next Meeting:** **October 4<sup>th</sup>, 2017 @ 8:15 a.m.**