

**LEXINGTON MIDDLE SCHOOL**  
**PTO COMMITTEE MEETING MINUTES**

**August 22, 2018 @ 8:15AM**

**PRESENT** - Jenny Burkholder, DeeDee White, Jennifer O'Neal, Tiffany Walker, Marlo Skinner, Sharon Harmon, Darlene Jack, Angie McCathern, Kate Mills, Gloria Nester

**CALL TO ORDER** - Jenny Burkholder

**WELCOME** - Jenny Burkholder

Welcome by Jenny and introduction by all new members/chairs of the PTO board.

**ADMINISTRATION UPDATES** - Gloria/Kate

Updates for Teacher representative - Notification by Gloria that Christy Steelman will be the teacher representative for this school year. Christy Steelman – Interventionist – csteelman@lexington1.net

Other news - Gloria thanked the board for an amazing breakfast before the school year started. LMS will have a live news show where PTO announcements can be made. A blast will be sent to teachers and students regarding the upcoming fundraiser as well as a reminder to join the PTO. Administration also informed the PTO that snacks are no longer allowed in the classroom. An announcement regarding box tops will be on morning school announcements.

**EXECUTIVE BOARD MEMBER REPORTS** -

**President - Jenny Burkholder**

General review and check-up of new chairs was done to make sure that every knows and has what they need to proceed for the school year. All members informed of emails regarding volunteer list and handbook.

- Handbook - very useful - please review, esp. if you're in a new position. Handbook has been updated by Jenny. Please review as it includes all committee requirements. The handbook has been emailed to all PTO board members. Please review and make additions or deletions as needed. Jenny should be made aware of any changes needed.
- Executive Board approved Gloria's request for 10 special tables (\$3,000) and these have been purchased.

- The board was informed by Jenny that the executive board agreed to only pay \$5000 of the \$10,000 annual fee for iXL. Gloria will be informed of the PTO boards decision to limit funding of this program this year.
- Volunteer list has been emailed to all board members and should be copied and pasted for all any communication needed for volunteers and signup genius.

### **Vice-President - Jennifer O'Neal**

- Business Partners - Jennifer updated members of current sponsorships. Dentists of Lexington want to sponsor but was past due date. Lexington School of Music has been added as a sponsor. LMS PTO has four gold and three blue sponsors. Question was presented as to why we don't offer sponsorships throughout the school year. Consensus is to give people more time to sponsor and send an email in March through May but finalize before the school year starts. Waiting for response from three businesses then banner will be printed & displayed by end of second week of school
- Discussed different types of advertisements and changes to current process. May need to consider sponsorships for specific events like 8th grade celebration, etc. Need to consider reducing the current sponsorship amounts since bags and calendars are no longer available for advertisement. Need to remove decal and magnet as an offer for donation and only provide the frame with LMS logo/sponsorship. LMS PTO can consider and sponsor highlight monthly for Facebook, etc. and the digital board in the office.
- Need to make note to mail request to Publix in May to get funds sooner to pay for the back to school breakfast.
- Walmart has monthly budget and PTO needs to ask them for gift cards.
- Spirit Nights will occur every month during school year. Jennifer will send list of scheduled dates to Jenny to be added to the PTO calendar and LMS school calendar.

### **Treasurer- Dee Dee White**

- 2017-2018 financial review presented by Dee Dee.
- Proposed budget for 2018-2019 presented and approved unanimously. Dee Dee to send to Gloria and Kate.
- Recommendation to maintain \$10,000 balance to fund spirit wear and other back to school activities prior to fundraiser. Dee Dee will see the budget to the Google drive and everyone should be able to review the information. Current balance is \$19,000.
- Board approved to buy quick books and save to the cloud versus the current PTO computer.

- July/August financial review presented to include the final collection from class assignment day. Final collection from class assignment day was \$6367.
- Funding for Teacher Grants for FY19 discussed. Teacher grant submissions need to be taken prior to the fundraiser. Consider sending a budget update to teachers regarding application of teacher grants and direct ties to recent budget surplus. Decision made to not disclose the budget to the teachers at this time. A general thank you letter to teachers will be sent. The letter should include the importance of teacher involvement and a positive message regarding fundraising ties directly to the teacher grants.

### **Secretary - Tiffany Walker**

- Drive Thru Days Dates
  - 1) Chik Fil A Dates: Sept 13, Sept. 27  
Oct .11, Oct. 25  
Nov. 8, Nov. 29  
Dec. 6  
Jan. 17  
Feb. 14, Feb. 28  
Mar.14, Mar. 28  
Apr. 4  
May 2, May 16
  - 2) Pelicans Dates: Sept 11/12 (Tues/Wed)  
Oct 9/10 (Tues/Wed)  
Mar 11/12 (Mon/Tues)  
April 8/9 (Mon/Tues)  
May 7/8 (Tues/Wed)

### **COMMITTEE REPORTS -**

#### **Box Tops**

- First collection will be in October with submission in November. Angie will update at the September meeting.

#### **Spirit Wear**

- Marlo will inventory the current spirit wear and update at the September meeting regarding sizes available and types of shirts left. Goal is to sell current inventory and not preorder.
- Class assignment day sale was discussed and total sales presented by treasurer. We are within \$1600 of clearing current spirit wear costs.

## **Fundraising**

- Fundraiser packets will go home with students on Sept. 5th in the afternoon during 8th period. Administration states they can assist with hand delivering packets. Two carts will be needed for distribution with two people for each cart. Board members will need to process orders and money the week after closing date. Angie McCathern to take over fundraising with Jenny to help with the transition.
- Prizes discussed for fundraiser. The limo during lunch will still be provided for top sellers (20+). If five items are sold, students get the Dunkers show. VIP experience for those selling 10 items. Other potential incentives discussed were principal for the day and asking Gloria to consider Flex Passes. For students selling 25+ items, discussed offering a Chik FilA biscuit incentive (5 or more free biscuits). Board to discuss further regarding details and the board thought this was the best idea as incentive. Awards given to teachers with high % of students participating. Jenny will get a list of how many students sold 20+ items last year so a decision can be made regarding number of biscuits to offer.
- Fundraising Dates (Angie McCathern taking over - Jenny to help her transition)
  - 1) Dates: Weds, Sept. 5th - Kick-off right after PTO meeting
  - 2) Closing Sales date; Friday Sept. 21st
  - 3) Delivery Date: Tues., Oct. 30th - Will need volunteers

## **Drive-Thru Days**

- Tiffany presented dates for the school year for Pelicans and biscuit sales. Biscuit sale dates will be emailed to the teacher representative to forward to the clubs for choosing. Darlene Jack will take over for coordination of volunteers and contact with the teacher rep/clubs regarding dates/sales.
- Chik Fil A Dates:
  - Sept 13, Sept. 27
  - Oct .11, Oct. 25
  - Nov. 8, Nov. 29
  - Dec. 6
  - Jan. 17
  - Feb. 14, Feb. 28
  - Mar.14, Mar. 28
  - Apr. 4
  - May 2, May 16
- Pelicans Dates:
  - Sept 11/12 (Tues/Wed)
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### **Hospitality**

- Becca reported that the back to school breakfast went well despite the truck carrying food being delayed by traffic. No custodial staff attended. The remaining trays of food went to LICs and their volunteers. Publix card will fund the September cold cuts/sandwiches.

### **Business Partners - see Vice President section**

### **8th Grade Celebration**

- No report at this time