

**LEXINGTON MIDDLE SCHOOL
PTO COMMITTEE MEETING MINUTES
October 3, 2018 @ 8:15AM**

PRESENT - Jenny Burkholder, Tiffany Walker, Dee Dee White, Jennifer O'Neal, Marlo Skinner, Darlene Jack, Christy Steelman, Angie McCathern. Guests: Lisa Kempf, Angela Rewis, Vimarie Jibaja

CALL TO ORDER & WELCOME - Jenny Burkholder

ADMINISTRATION UPDATES - Jenny/Christy provided update in the absence of Gloria and Kate

Updates from Teacher representative - Christy Steelman

- Our teacher representative reported that clubs still needing fundraising ideas and any opportunities from the PTO.
- Ms Steelman also made everyone aware that she is a neutral party when questions arose regarding the bond referendum and encouraged all PTO members to attend one of the informational sessions throughout the county.

Other LMS news - Jenny

- Of note, Jenny reported from her meeting with Gloria that a new LMS principal is being announced at the board meeting on Nov. 13. Focus groups are currently speaking with Dr. Little regarding this new hire. Ms. Nester is incredibly sad to leave LMS but embraces this new opportunity.
- New Zoning for schools is projected to occur after the vote involving the bond referendum.
- Some parents new to LMS voiced concern over bullying with the teacher representative. Ms. Steelman agreed to report and investigate the areas in question where the bullying is occurring and site a zero tolerance policy at the school. Ms. Steelman would review the oversight of certain school areas to make sure they have adequate supervision during class change.

EXECUTIVE BOARD MEMBER REPORTS

President - Jenny Burkholder

Fundraiser update

- Volunteers are staying after the meeting to count fundraiser dollars. PTO members are staying to meet the minimum of 2 PTO board members counting at all times. The current monetary projection for the fundraiser is \$36,000. With current online sales, we are on-track to raise more than last year.
- Fundraising options for the future were discussed as another means for a large fundraiser. Obstacle course, Boost-erthon, and other sponsored projects were discussed due to the large amount of fundraising they could bring.

Make-up days

- Jenny reminded all present that a new updated calendar to accommodate missed school days has been created and sent to all parents. Of note, school has been extended to June 6.

O'Charley's Fundraiser

- Pies will be pre-sold after the completion and delivery of the current fundraiser. Original plan was to bring ordering/selling forms and pass to students. Ms. Steelman suggested to allow the clubs to sell the pies as a fundraiser since many want more fundraising opportunities. She will get a full list of all clubs at the school and their advisor. No advertisement of profit to the club at this time since this is a first time fundraiser for PTO, only advertise as a potential opportunity. November would be the target date for sale. Delivery would be directly at O'Charley's. No handling of distribution will be done by the PTO.

Teacher Participation

- Jenny reported that teacher membership in the PTO is down with only 40% of staff participating. Ms. Steelman volunteered to remind teachers to join especially if they are applying for a teacher grant, and to join soon as submissions are due 10/12.

Handbook Updates

- Jenny reminded all board members and committee chairs to review the handbook and send any changes to her to update throughout the year.

Vice-President - Jennifer O'Neal

Business Partners Update

- No new business partners to add at this time.
- Still considering a business sponsor for particular events like a hospitality event at the school throughout the school year. That way, businesses could participate through the whole school year.

- Walmart to submit a \$50 card which will be used for the next hospitality event.
- Jennifer has completed grants from Walmart and will discuss grants available from Lowes Foods.

Update Spirit Nights

- October 29th scheduled as the first Spirit Night with Firenze Pizza. However, the restaurant closed without any notification to the PTO.
- Jennifer will get a complete schedule of dates to the PTO of scheduled nights and will notify the LMS office for proper advertisement and morning announcements.

Treasurer - Dee Dee White

Monthly financials

- Dee Dee reported that there are no real changes since last month's report. Dee Dee reported to all present, that the current strategy of this PTO is to maintain a certain budget of \$10,000 without a surplus.
- Currently, PTO is close to generating all profit as financially, PTO is only \$230 in the red.
- All information for tax returns has been submitted to the CPA.

Teacher Grants

- Board agreed to only allow grant submissions from teachers who are members of the PTO. October 12th is the deadline for teacher grant applications.

Secretary - Tiffany Walker

Minutes

- Minutes from September meeting approved and to be posted to website.

Drive Thru Days

- Darlene is still transitioning to Drive Thru Chairperson with assistance due to so many recent setbacks and changes. All dates for the year are listed on the school website. Ms. Steelman is keeping in contact with Darlene regarding club assignments for biscuit sales and any changes.

Upcoming Drive Thru Days Dates: Chik-Fil-A Dates: October 11, October 25 (Thursdays)
Pelicans Dates: Oct 9/10 (Tues/Wed)

PeachJar/Newsletter

- Suggestion made to utilize PeachJar as a means to notify parents/students of upcoming PTO events (biscuit sales, restaurant nights, etc).

COMMITTEE REPORTS

Box Tops - Angie

- First collection will be in October 16th and 17th with submission on November 1. Next collection will be February with mail date before 3/1.
- Angie will post yard signs at the school and send a reminder via morning announcements and via signup genius to volunteer group.
- Angie and Jenny reported that they were unable to get the Special Ed group engaged this year due to time. This will be set as a goal for the next school year with planning in the summer months.

Spirit Wear - Marlo

- Marlo reported that she will inventory the current numbers and sizes of all remaining spirit wear items.
- Many members report that individual groups and buying spirit wear and local stores (like Walmart) and they could be buying from our spirit wear inventory.
- Ms. Steelman will send an email to all clubs, athletic advisors/coaches regarding the availability of spirit wear at the school and for those advisors to notify their parents of this opportunity.

Fundraising - Jenny/Angie

Fundraising Dates

- Will need volunteers for November 8th as this is the confirmed date for delivery. The scheduled time is 2:30-6:00 in the theater. Six of less item sellers will go to the cafeteria.
- Mr. Cafferty asked if parents of large sellers could be notified by the PTO to assist their child with retrieval due to buses not be able to accommodate, etc. PTO does not contact parents and kids should be aware of items sold and need to help with pickup.
- Will need to section teachers whose kids sold more than 50 items, so those teachers are identified.

Drive-Thru Days - Darlene

Update for alternate plan for biscuits sales due to current store closing Oct. 6

- Darlene has contacted Jim Reese in Ballentine regarding his store assisting with biscuit sales. He has not confirmed at this time if he can sell the biscuits to PTO at the same price we currently have with our Lexington store. Darlene is going to contact Brit Simms at the Saluda Pointe Chick-Fil-A to see if that store can honor our current agreement.

Update of clubs assigned to sale dates

- Ms. Steelman and Darlene have a complete list of clubs assigned to specific dates with Ms. Steelman being the contact to those clubs for requirements the day of the sale. Emails are being sent by Ms. Steelman to club advisors.
- Need to reschedule sale dates for those clubs who missed a fundraising date due to weather and school closings.

Update for biscuits for students achieving fundraising goal

- Biscuits will be removed for each sale and placed at the office for those students who met the fundraising goal to get a free biscuit.

Upcoming Sale Date

- Fall Chik Fil A Dates: Oct .11, Oct. 25, Nov. 8, Nov. 29, Dec. 6

Update for Pelicans Sales

- Volunteers are registering via signup genius and reporting as assigned.
- Fall Pelicans Dates: Sept 11/12 (Tues/Wed), Oct 9/10 (Tues/)Wed

Hospitality – Becca Bertok

- Walmart card will fund October event.