

**LEXINGTON MIDDLE SCHOOL  
PTO COMMITTEE MEETING MINUTES  
January 9, 2019**

**PRESENT** – Jenny Burkholder, Dee Dee White, Jennifer O’Neal, Joe Miley

**CALL TO ORDER AND WELCOME** – Jenny Burkholder welcomed first time visitor Joe Miley. Joe is retired military and is interested in helping with the PTO. Welcome Joe and thank you! We look forward to working with you!

**EXECUTIVE BOARD MEMBER REPORTS**

**President - Jenny Burkholder**

➤ Fundraiser update:

- Limo to Lunch was held on December 17, 2018. It went smoothly and we are forming a great relationship with Salsaritas.
- Request from local “Step it Up” fundraising to give a short presentation for us to consider using this as our Fall 2019 Fundraiser. Jennifer O’Neal volunteered to contact Robert Croissant with the company to set this up.

➤ Succession Planning:

- We will be losing several key chair positions for the upcoming 2019-2020 school year. It’s not too early to start working on getting these positions filled. Jennifer O’Neal will be taking on the Presidency for next school year. Jenny will most likely be moving to VP/Secretary. Jennifer is putting out feelers now.
- Current Chairpersons: Please advise the Executive Board ASAP of your plans to continue in your current position, if you’re moving on to high school, etc. so that we can work on this.
- Christy Steelman has confirmed that she will remain on as our Teacher Rep for the 2019-2020 school year. Thanks so much Christy!

**Vice-President & Business Partners - Jennifer O’Neal**

➤ Sponsorship Packages

- Jennifer is working on re-vamping the Sponsorship packages to make them more affordable and providing more advertising for the sponsors.

➤ Spirit Nights:

- Upcoming Spirit Night: Flight Deck tentative for January 24<sup>th</sup>. Jennifer waiting for owner to confirm. Attendees will need to tell the cashier that they are with LMS for us to receive credit for that date’s sales. LMS will receive 15%. Jennifer still working on complete list of dates for the remainder of the year. Uno’s is our tentative Spirit Night location for February. Jennifer will confirm when plans are final.

➤ Update on earbud/headphone donations:

- Jennifer will include hearing/ear doctors on list of Business Sponsor emails that are sent out requesting sponsorships for the 2019-2020 school year. We have mostly orthodontists at this point.

**Treasurer- Dee Dee White**

➤ Monthly financials: Financial statements presented by Dee Dee.

➤ Teacher grants update: \$3656.00 paid. \$2100.00 more to be paid out.

➤ New Treasurer for the 2019-2020 school year: Dee Dee has requested that all LMS PTO board members discuss interest with any contacts/volunteers regarding the need for a new treasurer next year.

## **COMMITTEE REPORTS**

### **Box Tops – Angie McCathern**

- Next collection will be February with mail date before 3/1. Angie to begin advertising now.
- Christy is discussing Project Unify handling next year with teachers.

**Spirit Wear – Marlo Skinner** – Will have inventory update ready for February 2019 meeting.

### **Drive-Thru Days – Darlene Jack**

- All paperwork has been completed and submitted to the Saluda Pointe Chick-fil-a so that they can fill our biscuit order for January 17<sup>th</sup>. Christy Steelman has offered to pick-up the biscuits that morning. Thanks so much Christy!
- It was discovered that 25 biscuits were unaccounted for and unpaid for during the December 20<sup>th</sup> biscuit sale. Darlene to follow-up with Christy to try and find out what happened.
- Darlene will reiterate with Christy that any biscuits not sold need to be sold during lunch.
- Renovations on Chick-fil-a will not be completed until February.
- Upcoming Chick-fil-a Sale Dates: Jan. 17<sup>th</sup>, Feb. 14<sup>th</sup>, Feb. 28<sup>th</sup>

### **Hospitality – Becca Bertok**

- December Cookie Swap went well and was very much appreciated by the staff.
- January 18<sup>th</sup> – Workroom “Energy Baskets” with pastries, muffins, bananas, etc.
- February 15<sup>th</sup> – Valentine’s goody bags in teacher mailboxes.

### **8th Grade Celebration – Sharon Harmon & Angie McCathern**

- It is now time to start planning the 8<sup>th</sup> Grade Celebration. Sharon and Angie to give update at February meeting.

## **IMPORTANT UPCOMING DATES:**

Thursday, January 17<sup>th</sup> – Chick-fil-a biscuit sales at morning drop-off  
Friday, January 18<sup>th</sup> – Hospitality “Energy Baskets” in teacher workrooms  
Friday, January 18<sup>th</sup> – Half Day for Students  
Monday, January 21<sup>st</sup> – Holiday – No School  
Wednesday, February 6<sup>th</sup> – PTO Monthly Meeting @ 8:15 a.m.  
Thursday, February 14<sup>th</sup> – Chick-fil-a biscuit sales at morning drop-off  
Thursday, February 14<sup>th</sup> – Hospitality Valentine’s goody bags in teacher mailboxes  
Thursday, February 28<sup>th</sup> – Chick-fil-a biscuit sales at morning drop-off