

LVES PTO Executive Board Meeting

September 9, 2016

In Attendance:

- Kristi Cobb
- Chasity Hill
- Cristy Densman
- Brittany Groves
- Robbie Braat
- Stephanie Cooksey
- Dr. Gabrina Charles
- Crystal James
- Diana Kirton
- Rosemary Casey

Meeting was called to order by President Densman at 8:00am. Agenda items for discussion included: Invest Update, Spirit Wear, and Family Picnic/Track Opening, Trunk or Treat, Treasurer's Report, Important items from PTO Training, Grade Level Wish List, and New Business.

Invest Update:

Invest update by Brittany Groves: To date there is a total of \$34,325.00 raised by the Invest program. Our goal is \$37,000. Currently, we have 58.38% participation rate school wide. K-5 Teacher participation is 66.67%. PTO and teachers will continue to push the Invest message with additional email communication to staff and families. Additionally, Dr. Charles has requested a list of teachers not invested. She will include links to Invest in her weekly Longview Line Up emails.

Spirit Wear:

Total Spirit Wear sales are \$3,957.02 to date. Last day to purchase Spirit Wear is Friday, September 16, 2016. Field Trip shirts will be delivered by the end of next week. Brief discussion related to second Spirit Wear sale in the winter and additional ways to improve Spirit Wear sales process i.e. receipts, PayPal... Board will table discussion until next PTO Executive Meeting.

Family Picnic and Track Opening:

The Family Picnic/ Track Opening will be Thursday, September 15, 2016 at 5:30pm. Julie Pfund has checked on multiple food vendors. Two vendors are in place for this event: Kona Ice and Kettle Corn. The LVES PE Department will be providing various games for the children on the track. Additionally,

Carol Birdsong will help with media coverage related to the ceremony/ribbon cutting. Diana Kirton will email Run Club to with information and invitation to attend Track Opening.

Trunk or Treat:

Trunk or Treat will take place on Friday, October 21, 2016 time TBA. The cost will be \$5 per child, for students who did not participate in the Invest program. Ages 3 and under will be admitted at no cost. The PTO will request volunteers to participate in decorating their cars and continue to look for potential candy sponsors. Additional incentives/prizes will be given to the teachers who are participating. Discussion related to the particulars of the incentives are ongoing and will be finalized at the next PTO Executive Board Meeting. Brittany Groves will email the PTO teacher representatives for suggestions. Option to add a photo booth was reviewed. The PTO will set up an area that parents and teachers can take pictures in if they choose.

Treasurer's Report:

Treasurer's Report by Kristi Cobb including review of cash flow, budget, and assets. The PTO account is at Regions Bank; account number is on file. Bank accounts and statements presented and reviewed by the board. Motion made by Cristy Densman to approve financial statement; seconded by Kristi Cobb; all in favor. Accounts will remain on file with Treasurer. Motion made by Cristy Densman to add Brittany Groves on to the PTO account as authorized signatory. Motion seconded by Robbie Braat; all in favor.

Important items from PTO Training:

Cristy Densman and Kristi Cobb have attended the PTO training presented by the PTO Leadership Council. Items discussed included Vendor approval, Treasurer Changes, and updates to By laws/Policy and Procedures. WCS has a link to the PTO Leadership Council and FAQs on their website

- Vendors must now have approval and be listed as "additional insured". Cristy Densman will ensure all vendors meet these requirements.
- Treasurer changes this year include elimination of debit cards associated with PTO accounts and having 2 additional signatories. The debit cards will be cancelled through Regions. The board is aware future purchases may be made on their own personal credit cards with a guaranteed reimbursement. Additionally, all cash payments must be received by an officer "non-treasurer" with corresponding receipt provided and checked for purchase.
- By laws should include a policy and procedure guideline for specific job duties of each board position. Including but not limited to: a check list of Monthly/Yearly job duties and expectations.

Grade Level Wish List:

All items from the wish lists have been received with the exception of books and inside recess toys. The PTO has seen positive feedback related to the wish list. The Board will continue to review an ongoing list of requests for potential consideration.

New Business:

- Companies are still inquiring about sign placement on the track. PTO will table discussion of this until October Executive Meeting.
- Box Tops: Discussion on how to increase Box Top participation. The Board will further review if they will challenge the school to participate by promoting a game with a Trophy and Pizza Party.

Motion to adjourn made by President Densman at 11:50pm and seconded by Stephanie Cooksey; all in favor.