

## LVES PTO Executive Board Meeting Minutes

Date: October 6, 2017

### In Attendance:

- Cristy Densman – President
- Christina Trahan – VP of Volunteers
- Candice Colson – VP of Events
- Chasity Hill – VP of Marketing
- Tammy Kaminski – Membership Secretary
- Kristi Cobb – Treasurer
- Beth Dean – Recording Secretary
- Kathy Ball – Principal
- Donna Gallagher – K-2 Teacher Representative
- Crystal James – 3-5 Teacher Representative

Meeting was called to order by President Densman at 8:15 am. Agenda items for discussion included: Final Invest Update, Trunk or Treat, Treasurer's Report, Box Tops, Grade Level Wish Lists, Newsletter, and New Business.

### Final Invest Update:

Final update by Tammy Kaminski: The final amount raised by the 2017-2018 Invest program totaled \$ 43,110.00. Schoolwide participation was 70.94%. Teacher participation (K-5) was 100%. The PTO will recognize the following classes for top participation: Gallagher (100%), Haedge (100%), Duke (90%), Longnecker (89.5%), Croteau (89.5%).

### Trunk or Treat:

Trunk or Treat will be held at LVES on Friday, October 20, 2017 from 5:00 – 7:00 pm. Flyers haven been distributed to all classes and emails being sent by all Room Moms to request volunteers and teachers to decorate trunks. Boxes have been set out in the school to collect candy. We will continue to request donations for candy and trunk volunteers. PTO will provide candy to each participating trunk. Several vendors have been contacted as well as sponsors. Additionally, there will be a Fall Themed Photo Booth for family pictures. Hay bales, for decoration, will be picked up by Crystal's husband from Tractor Supply the day of the event. PTO and Carrie Gordon will sponsor and Book Themed Pumpkin Decorating Contest. Children will vote for their favorite during Trunk or Treat. The winners of each category will receive a Book Fair Gift Certificate.

### Treasurer's Report:

Treasurer's Report presented by Kristi Cobb including review of cash flow, budget, and assets. Reports for September presented. 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 Densmen to approve financial statement; seconded by Candice Colson; all in favor. Accounts will remain on file with the Treasurer.

**Box Tops:**

A request for all Room Moms to email their class about Box Top Collection has been sent. Flyers will be printed with the deadline of October 20, 2017 and sent home with each student. The winning class will receive the Traveling Trophy and a Pizza Party.

**Grade Level Wish Lists:**

Recent requests have been received from 5<sup>th</sup> grade (sent to Kathy Ball), 1<sup>st</sup>, and Kindergarten. 1<sup>st</sup> Grade requested random items needed by each teacher. Kindergarten requested iPad cases for teacher iPads and blue tooth keyboards. Both have been approved. 3<sup>rd</sup> grade has not requested anything to date. Music has received 4 ukuleles, Guidance received 9 books on friendship, emotions, etc., Lee (art) and Varden (music) received PowerPoint clickers, 2<sup>nd</sup> Grade has received 4 new rugs for their classrooms, and 4<sup>th</sup> grade has received Scholastic Dino Math and TN History Booklets have been ordered.

**Newsletter:**

The newsletter will be sent out by Fall Break, October 10<sup>th</sup>. It will include information on the School Store, Box Tops, Trunk or Treat, Invest in Longview update, a request for Copy Room Volunteers, and new long sleeve t-shirt options.

**New Business:**

- Principal Ball expressed an interest in having extra Invest/field trip shirts available to future students as they enroll throughout the year. A packet would be made available with an FAQ flyer about Longview and Invest in Longview flyer. The Invest prices would remain the same. Shirts would only be offered in youth mediums and adult smalls.
- The Time Capsule still needs burying. Cristy will coordinate with Coach Frye on the exact location by the track. Teachers will be given a deadline of the Friday before Thanksgiving Break, November 17 to turn in all time capsule contributions.