

## **LVES PTO Executive Board Meeting Minutes**

Date: April 6, 2018

### **In Attendance:**

- Cristy Densman – President
- Candice Colson – VP of Events
- Chasity Hill – VP of Marketing
- Christina Trahan – VP of Volunteers
- Tammy Kaminski – Membership Secretary
- Beth Dean – Recording Secretary
- Kristi Cobb – Treasurer
- Brent Shelton – Assistant Principal
- Lindsey Wagner – Special Areas Representative
- Crystal James – 3-5 Teacher Representative
- Donna Gallager – K-2 Teacher Representative
- Julie Pfund – Silent Auction Coordinator

Meeting was called to order by President Densman at 8:20 am. Agenda items for discussion included: Reptile Ruckus, 5<sup>th</sup> Grade Promotion, General PTO Meeting, Treasurer's Report, May Meeting, Teacher Appreciation, and School Supply Kits.

### **Reptile Ruckus:**

- The teacher/staff sign-up has been sent out and a paper copy is in the office.
- The Cake Walk sign up is filling up.
- Details were given to Chasity to update the flier. This will be sent home by April 18.
- Special Needs Hour will be from 4:30 – 5:30 for students with a need for a less rowdy time. Families will be encouraged to only bring necessary family members during this time to help maintain a peaceful experience. Student Support Services and EC teachers/staff will be asked to assist during this time, especially around the bounce houses.
- Lindsey Wagner will reach out to local High School Counselors for student volunteers.
- The Police Department has confirmed attending and attempts have been made to line up the Fire Department.
- A basket will be set out the week of Ruckus to borrow clip boards from teachers to be used for the silent auction.
- Spirit Days leading up to the Ruckus have been submitted to the Principal for approval. April 26<sup>th</sup> – Crazy Sock Day and April 27<sup>th</sup> – Wacky LV Spirit Day.
- Volunteers are needed for April 27<sup>th</sup> to help with balloon animal prep.

### **5<sup>th</sup> Grade Promotion:**

A request was made by 5<sup>th</sup> grade teachers for a balloon arch and other decorating supplies. PTO has decided to purchase our own frame in lieu of renting. This will be available for use by 5<sup>th</sup> grade for the promotion ceremony as well as other school events. We will purchase the balloons and other decorating supplies needed for the promotion.

**General PTO Meeting:**

The General PTO meeting will be held April 11, 2018 at 4:00 pm in the school library. Elections for the 2018-2019 Board will be held as well as a summary of PTO events from this school year.

**Treasurer's Report:**

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

**May Meeting:**

The PTO Executive Board Meeting will be held at the home of President Densman on May 11 at 9am. All outgoing and oncoming members will attend to hand off duties and review details for the upcoming year.

**Teacher Appreciation:**

Teacher Appreciation Week is May 7-11. PTO will be providing the following for teachers:

- Monday, May 7 – Burger Republic
- Tuesday, May 8 – Andy's Frozen Custard
- Wednesday, May 9 – Breakfast
- Thursday, May 10 – Kona Ice (PTO members will watch classes)
- Friday, May 11 – Parents encourage to send gift cards or end of year gifts

**School Supply Kits**

All class lists were received before Spring Break and submitted to EPI. All are available to online ordering and fliers will be sent home around the 1<sup>st</sup> of May.

**Miscellaneous Items:**

- A vote was held on March 23<sup>rd</sup> to approve paying for hotel rooms for a conference for our Principal and Assistant Principal. All were in favor.
- The Student of the Month Celebration is on May 3. PTO will be present to assist with watching classes for the teachers attending the celebration.

Motion to adjourn made by President Densman at 10:58 am and seconded by Kristi Cobb; All in favor.