

HEMPFIELD SCHOOL DISTRICT - LANDISVILLE ELEMENTARY CENTERS PARENT - TEACHER ORGANIZATION

Executive Board Meeting Minutes August 19, 2019

Attendance: Ron Swantner, Carrie Spolitback, Megan Murphy, Paige Null, Chris Woolfolk, Matt Haines, Melissa Montgomery, Brian Mullen, Karen Youtz, Ian Daecher, Amanda Gleason

Guests: There were no guests in attendance.

Call to Order: Chris Woolfolk called the meeting to order at 6:03 p.m.

Secretary's Report: Carrie reminded everyone minutes from the May PTO meeting had not been approved via email and gave everyone and a printed version to review. Brian Mullen made the motion to approve the minutes and Chris Woolfolk seconded the motion, and all the members voted in favor.

Carrie shared that the Holiday Shoppe was historically run by the PTO secretary; however she cannot run it at this time due to schedule limitations. Ron suggested asking for volunteers on the weekly blogs, Back to School Night, etc. As of yet, dates have not been set for the Holiday Shoppe due to calendar changes.

Carrie also shared that the Box Tops program is also changing. Traditional Box Tops clips are being phased out of production, but may continue to be found on many products throughout the store. You can still clip and send them to school. Eventually the Box Tops program will become digital-only. Participating brands are starting to change their packaging from a traditional Box Tops clip to the new Box Top label. If you see this label, use the new Box Tops app to scan your receipt. Box Tops will continue to be worth 10¢ each for our school. The app will find participating products purchased at any store and instantly add cash to our school's earnings online.

Treasurer's Report: Brian shared that he & Beth Brennan met with Citizen's Bank on August 9, 2019 at which time they added signatory authority to Brian Mullen. He will be reviewing other signors on the accounts and some may need to be removed or added. He will also be receiving a Visa Debit card to assist in payments to some vendors.

Brian has started using QuickBooks Online Simple Start. Platform is different and some of the reporting may change in appearance. However, the content appears to be similar to prior reports. Budgeting tools are not a part of the Simple Start subscription. He will start with basic spreadsheets for tracking budgets. If it is needed, we can consider the additional cost of the plus subscription that contains the budgeting. Simple Start is \$20.00 per month and Plus is \$70.00 per month.

As of 8/19/2019, we are currently tracking a net revenue of \$2,789.45, total revenue of \$50,412 and total expenditures of \$47,623.43. Final Fun Fest revenue amounts were as follows: net revenue of \$21,626, \$517 better than prior year.

The PTO continues to be in an extremely strong position to weather any uncertainty in revenue streams. All three bank accounts (Operating, Money Market, and PayPal) are fully reconciled through July 30, 2019. Reconciliation reports are available to any board member upon request.

Brian suggested future discussions could consist of a spending down of fund balance strategy. Currently we have fund balance to fund current expenditure load for 2 years without any fundraising. Possibly officially dedicating large portion of fund balance to future project such as a replacing the big toy. What would the total project potentially cost? How much would PTO fund vs. capital campaign?

LPC PEP Rep. Coordinator's Report: Melissa Montgomery did not have anything to report.

LIC PEP Rep. Coordinator's Report: Amanda shared that the Volunteer Form that goes home with every student has been consolidated from 3 pages to 1. The form only asks for guardian/parent contact information. The PEP Coordinators will enter this info into a Google Docs which then can be shared within the PTO/chairs of committees. Bus Driver Appreciation will be held in October (during National School Bus Safety Week October 21-25 2019). Students will make cards during class time and a member from the PTO will hand deliver the cards to the bus drivers during pick-up. Gift cards will no longer be handed out. Amanda also inquired if there was a Book Fair Chair for LPC/LIC. Ian stated that Stacy Gregory will be handling LIC's book fair and

Staff Appreciation is changing. We will now have quarterly breakfasts hosted by different grade levels, beginning August 29th. The breakfast in August will be hosted by the PTO. The dates for the breakfasts are as follows: November 22nd (kindergarten/1st & 6th grade); February 13th (2nd & 5th grade); May 22nd (3rd & 4th grade). During National Staff Appreciation Week in May, other goodies will be provided to the staff by the PTO. Looking ahead, Amanda asked where we did we leave the PTO sponsoring the 6th grade t-shirts? Chris will take the lead on finding sponsors for the t-shirts. What about lunch provided by the PTO (pizza or catered)?

SPAC Report: Nothing to report.

Ways & Means Report: Karen shared the Ways and Means Co-Chair position is still open. The first three dine outs of the school year have been scheduled as follows: Scoops, Monday, September 9 5pm-8pm, Hot Z Pizza, Tuesday, October 1 5pm-9pm & Chipotle, Tuesday, November 5 5pm-9pm. The Fit Walk is scheduled for Friday, September 27 (Rain Date is Oct. 4). Emails have been sent to or all corporate supporters from last year asking them to once again contribute have been spoken to. Matt Haines has agreed to be our DJ for this year. The website has been reset for this year; it will be updated as new information is available. Parent/family letters will go out the 2nd week of school. Karen asked the board if they wish to continue the Kid Stuff Books fundraiser. The Kids Stuff fundraiser involves minimal work and so it was decided to continue it for another year. The search has begun for Family Fun Night entertainment.

Program's Report: Paige Null thanked the PTO for contributing to the breakfast outside this morning for the staff – it was enjoyed by all. They are looking forward to sneak a peek, open house, etc.

Megan Murphy introduced herself to the PTO, she is a 3rd grade teacher at LPC. Megan echoed Paige's sentiments; thanking the PTO for all that they do to support them throughout the year. The teachers and staff are looking forward to the school year.

Vice President's Report: Matt made an inquiry into the revenue and expenditures for the VIP dances. Brian Mullen will look into it and follow up with the board.

LIC Principal's Report: Ian thanked the PTO for providing time and resources to set a great start to the year. They appreciate the funding for events like artist in residence, One Book/One School, and teacher resources. Discussion about PowerPacks sponsorship. Ian also shared this year's Open House format.

LPC Principal's Report: Ron shared things are a little hectic and fast paced as not only is LPC short staffed, but so too is the District in some positions that assist in preparing the building(s). At the end of last week enrollment numbers exploded and the decision was made to add another afternoon kindergarten classroom to decrease class size and offer more one to one and small group instruction. The past week offered some finality in securing highly qualified substitutes for several staff members on leave to start the year. Ron echoed Ian's gratitude and thanks for the additional resources to benefit teaching staff, their classes, and the many additional opportunities students realize connected to the PTO finances for assemblies and resources. A self-advocacy and Drone Science assembly have been booked for later in the school year. In addition to the Open House format discussion Ian and Ron shared, they also shared the importance of students reading each night as part of the Family Engagement plan. They would love to see at least twenty minutes of reading and then book discussion each night to increase vocabulary and thinking beyond the text. They shared more would be shared about reading expectations at Open House Night for all families.

President's Report: Chris shared the PTO contributed towards the breakfast for the teachers and staff on opening day. Chris suggested someone from the PTO attend an informative Texas Roadhouse fundraising luncheon. Chris motioned to approve the purchase of LPC/LIC staff t-shirts with the schoolwide PBIS theme and the motion was seconded by Paige and all the members voted in favor.

Unfinished Business: No unfinished business.

New Business: Karen Youtz motioned to approve the 2019-2020 Executive Board Calendar and the motion was seconded by Carrie Spolitback and all the members voted in favor.

A motion to approve the Landisville PTO 2019-2020 Proposed Budget as is was made by Karen Youtz and the motion was seconded by Matt Haines and all the members voted in favor.

Chris adjourned the meeting at 7:40 p.m.