

October 2017 Lyter PTO Meeting Minutes

October 12, 2017

Board and Co-Chair Attendance: Ellen Dunkleberger, Katie Farley, Misty Emick, Meghan Maeulen, Pamela Nelson, Stephanie Pickering, Tammi Heinbach, Connie Dawes, Desiree Leahy, Tricia Moser, Bobbi-Jo Lundy, Teri Woodling

Guests/Parents Attendance: Cassandra Emert, Lauren Caputo, Michele Lyons, Sandra Trick, Shara Mason

Principal: Mr. Darrin Feerrar

Welcome/Review Secretary & Treasurer Reports (M. Emick)

- Reviewed Proposed Amendments
 - Pamela proposed we add the PRESIDENT to the Fiscal Policy section #7 regarding counting money. We determined it was not necessary as it provides an exception that an alternate member may be appointed if necessary.
 - The lawyer who assisted the PTO in setting up our corporation recommended both the Treasurer and Assistant Treasurer sign any check over \$500. Therefore, the following amendment was proposed to be created:
 - Any PTO disbursement of \$500 or more shall be signed by both the treasurer and the assistant treasurer. In the event either person is unavailable the disbursement shall be reviewed by the PTO president or a vice president.
- Reviewed and approved minutes from last month. Motioned first by Bobbi-jo, seconded by Tricia.
- Reviewed and approved the treasurer's report. Motioned first by Tammi, seconded by Bobbi-jo
 - Walk-a-thon deposits not reflected as they were made after October 1
 - Financial reviewed for the last four years performed and completed. Found no significant anomalies. Noted Tricia has been doing an excellent job as treasurer. Thank you Tricia!
 - Discussed the importance of using PTO DISBURSEMENT forms (found in the PTO mailbox) when requesting money from the PTO. Short cuts had been made in the past when it came to filling out the forms, but will no longer occur. The person requesting the disbursement must fill out the form.

There is also a form for DEPOSITS should anyone need to pay money to the PTO.

- FNB accounts will be closed once all outstanding checks are cashed or canceled, and any outstanding issues are resolved.
- Our account has a few more questions regarding our 1023 paperwork filing for establishing ourselves as a non-profit. Katie will get back to him.
- Reviewed and discussed open PTO Board Positions
 - Yearbook Coordinator - Katie Garber, a professional photographer, accepted the position. Discussed which email she should use. Darrin recommended she be put in touch with Ben the GoPhoto photographer who likely has recommendations. Welcome Katie!
 - Reminder made to be mindful of posting photos of children on social media. There are some students who may be in the background who did not want their photo taken or shared on social media.
 - School Beautification Coordinator - possible interest
 - Classroom Activities Coordinator - Lauren Caputo agreed to accept the position! Welcome Lauren!

Principal's Report

- More user friendly website rolled out this past week. Working to get me access to the PTO pages. Thank you IU!
- Discussed upcoming events.
 - Halloween parade will start at 1:50. Mr. Cott to be the grand master as Mr. Feerrar doesn't dress up. Several recommendations were made for him. He's considering it.
- Book fair sign up sheet passed around. Help is especially needed on days 3 and 6.
 - PTO needs someone to run the register as well.

Walk-a-thon Recap

- Deadline for collecting money was extended. Approximately \$13,500 was counted thus far.
- Finalizing emblems and logos for the tee shirts. There are a lot of sponsors. Shooting to have the tee shirts available by 10/27/17.
- Need to go through the paperwork determine tee shirt eligibility and prize ticket counts for prizes. Ellen will start working on it.
- Discussed hand delivering Thank you notes to the business sponsors. Determined having them printed by Copi LLC was a good idea, but not approved due to the

potential cost. Connie to create a simple Thank You which can be signed by students in the classrooms. A more personal option.

- Kindergarten asked to have more time next year.
- A big THANK YOU to Teri and Tammi for all their efforts toward making the Walk-a-thon so successful! Thanks yous to all who participated as well.

Committee Reports/New Business

- Fundraising Committee

- Discussed ShopWithScrip fundraiser which Pamela and Meghan are rolling out. Will try to allow folks to order gift cards all year with orders being placed twice a month. Will encourage folks to reload gift cards and use on-line ordering options. If orders drop off, the frequency of ordering will be scaled back.
- Discussed the SquareOne art fundraiser. The art work is completed. The order forms are coming in 10/24. Deadline for ordering are 11/26. The orders should arrive by 12/8.
- Discussed a new reward program. MooMoney - which is collecting Turkey Hill milk caps. Will have a central container for them to be deposited in.
- Tyson reward program discussed. Pamela never received anything from parents for them. May look into it though.
- Wendy's night will be scheduled in the spring.
- Discussed scheduling a FlyWorld night, which must be done on a Thursday night, but determined it would be unlikely to have much participation from the elementary school.
- Discussed the 3-6-9 reading fundraiser
 - Desiree provided feedback from the teachers. It was generally well received as the teachers mostly require that amount of reading from their students anyways. There was a concern that the time requirement of 20 minutes was a little too high for grades K and 1.
- Discussed Box Tops. Information was sent home regarding our collection efforts. Discussed the request for grade parents to assist with collecting and counting. Information should be sent out to grade parents what PTO is asking them to do.
- Discussed Little Caesar's collection. Once 100 box cutouts are collected a classroom can earn a pizza party. Desiree is working hard this year for it.

- Classroom Activities Committee

- Lauren Caputo agreed to take on this coordinator position.
- Darrin requested Santa's visit be in the afternoon at Lyter, but understand we may need to work around Santa's schedule.
- The glove purchases for this year are complete.

- Special Events Committee
 - Teacher/staff luncheon scheduled for 11/16. Jami and Stephanie will send out a signup genius to solicit contributions.
 - Movie night to be scheduled sometime in December. Bobbi-jo will look into movie release dates. Determined it is a good idea to schedule them just after a movie release.
- School Beautification Committee
 - Hillary is moving and had to step down as role of coordinator.
 - Fall decorations are up. Christmas decorations will be put up over Thanksgiving break.
 - Cornstalks were used last year by the third grade classes for making colonial brooms. Need to determine if they would like to use them again.
- Closing business
 - A reminder made to all to be respectful toward one another. Especially during events.

Next Month Meeting Agenda Items

- None Noted

Upcoming Meetings

11/9/17 - November PTO Meeting, 6:00 pm - Lyter School Library

Meeting Adjourned.

Respectfully Submitted By:

Ellen Dunkleberger, Recording Secretary