

February 2019 Lyter PTO Meeting Minutes

February 7, 2019

Board and Co-Chair Attendance: Ellen Dunkleberger, Jessica Clayton, Katie Garber, Katie Farley, Stephanie Pickering, Rebecca Alexander, Misty Emick, Meghan Maeulen, Connie Dawes

Guests/Parents Attendance: None

Principal: None

Administrative Business (M. Emick)

- Approved January 2019 meeting minutes
- Discussed open board positions
 - Ellen to send out the current board positions per the bylaws, everyone think over the positions to discuss if the current positions make sense or if the board should be restructured.
- Discussed and approved January Treasurer's Report
 - Discussed the concern that when large purchases are needed for PTO board members need to personally purchase it and be reimbursed by the organization.
 - With enough lead time Katie Farley can try to be available for large purchases, she also checks the PTO mailbox several times a week and writes reimbursement checks shortly after receiving the request.
- Discussed annual internal Financial Review
 - Completed by Jessica Clayton and Ellen Dunkleberger on February 6, 2019. The only notable finding was that per Lyter PTO bylaws amendment all checks over \$500 should have two signatures.

Welcome/Principal's Update (Provided by D. Feerrar/ presented by M. Emick)

- February Activities/Events
 - 2/11/19 - 3-6-9 Kick Off Pep Rally - 2:30 PM
 - 2/14/19 - Valentine's Exchanges
 - 2/18/19 - No School (President's Day)
 - 2/27/19 and 2/28/19 - District Arts Fest - MAHS (6-8 PM)
 - Boys choir to sing on 2/28/19
- March Activities/Events
 - 2/25/19 - 3/1/19 - Read Across America (Dr. Seuss' Birthday)
 - 3/14/19 - Lyter PTO Board Meeting (6:00 PM)
 - 3/15/19 - School In Session (Make Up Day for 11/16 - Cycle Day 1)
 - 3/18/19 - School In Session (Make Up Day for 1/31 - Cycle Day 4)
 - 3/21/19 - Fun/Spring Photo Day

- Field Trip Dates:
 - 4/16/19 - Kindergarten Children's Museum/Lewisburg Park
 - 5/16/19 - 2nd grade to Penn's Cave
 - 5/22/19 - CAC Center Field Trip
 - 5/22/19 - 1st grade to Little Pine
 - 5/31/19 - 4th grade to Knoebels, rain date 5/30/19
 - Third grade field trip TBD, Loyalsock watershed to determine if they can accommodate our group
- Heim Grant
 - Chromebooks ordered shortly after the January meeting, we are waiting for them to arrive.
 - 4/12/19 - PTO to buy cafeteria breakfast for 3rd and 4th grade as a means of a "pep rally" for the upcoming PSSAs.
- PSSA Testing Dates
 - April 16-18, April 30-May 1, 2, 3
 - Will need volunteers to be hall monitors 9 - 12 on the testing dates

3-6-9 Fundraiser (M. Maeulen/M. Emick)

- Paperwork went out
- Discussed the prizes that have come in
- Fundraising deadline February 27th.
- Counting Dates - February 27th, March 6th, and March 13th
- Prizes to be awarded on March 15th
- Trivia themed kick off pep rally to be MC'd by Mr. Cillo on Monday, February 11th
 - Pep rally starts at 2:30, be here at 2:00 to help
 - Students will each get a bookmark
- Teacher involvement
 - Door decorating contest - deadline Monday February 25th
 - Vote with a basket in the teachers lounge
 - March 1st will tally the votes and announce a winner
- At the end of week two will send out a list of the prizes

Newsletter

- Discussed newsletter. Planned to be sent to Darrin for approval and sent out this week.

Committee Reports

- Walk-A-Thon - No banner update
- Classroom activities
 - Box top count completed, counted 3700 box tops
 - 2nd grade won overall, they got a pack of fruit snacks
 - 360 gloves purchased for next year, they need 500. Shopping continues.
- Yearbook - about 7 or 8 teachers need to turn pictures in for their pages
 - Ben came in and took classroom photos

- Communications - Discussed upcoming Bingo Night on February 22nd. Will ask for donations with a signup genius. Play to keep it low key. Starts at 6:00. Will download a bingo caller app and play a few games.
 - Briefly discussed March Activity - a tech talk night proposed, but not well received
- Beautification - 3-6-9 Decorating to be Friday at 1:00pm
- Special Events - PSSA Snacks. Misty to talk to Darrin if teachers will work with grade parents to coordinate snacks.

- Spring Fling discussion
 - Discussed if we have enough volunteers to staff the planning committees which we had last year
 - Tickets - Katie F./Jess
 - Baskets - Connie/Stephanie
 - Volunteers - Ellen/Katie G.
 - Games - Meghan/Becca
 - Vendors/Food Trucks - Misty/Bobbi Jo
 - Voted to determine if we should hold Spring Fling in May 2019
 - A majority of members voted to have Spring Fling
 - March meeting will discuss spring fling planning dates

Meeting adjourned at 7:56

Upcoming Meetings

3/14/19 - PTO Board Meeting, 6:00 PM - Lyter School Library

Respectfully Submitted By:

Ellen Dunkleberger, Recording Secretary