

March 2019 Lyter PTO Meeting Minutes

March 14, 2019

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

Guests/Parents Attendance: Sandra Trick, Megan Smith, Jason Cott (teacher)

Principal: Darrin Feerrar

Administrative Business (M. Emick)

- Approved February 2019 meeting minutes
- Approved February 2019 Treasurer's report
 - Earned \$150 profit for movie and bingo night
 - Discussed donation from MPC church that is used by the nurse's office to purchase items for students. In the past the check was cashed by Lyter PTO, as it was done this year as well. (Receipts are kept to document the purchases.) In the future it will be cashed by the school.
 - 3-6-9 Fundraiser raised \$4480 in the last three weeks. An additional \$170 recently came in.
 - Discussed PayPal requiring an account holder's personal information. May need to research other options going forward. We have time to make a decision.
 - PayPal's current fees are the following:
 - Business rate: 2.9% + \$.30 transaction fee
 - Non-profit rate: 2.2% + \$.30 transaction fee
 - In March, ~\$7k will be spent on Chromebooks and ~\$3k on iPads
- 3rd Grade Field Trip discussion
 - Mr. Cott's explained they explored many local field trip options but do not want to duplicate past or future field trips the students may take. He explained that the timing of the circus field trip is ideal and it is a fun release after so much PSSA worry and prep. \$1523 was spent on the field trip last year. This exceeds this year's allotment of \$775. (Allotment was reduced to purchase Chromebooks)
 - PTO Voted to send the 3rd graders to the circus with the cost difference coming out of the 3rd grade allocation. Bottled water will be provided by the PTO.
 - PTO Voted not to send the 3rd graders to the circus unless the cost difference came out of the 3rd grade allotment (Allotment is \$540).
- Open board positions - Spring Fling Coordinator, Special Events Coordinator, and Fundraising Coordinator
- Grade parent meeting to go over Spring Fling expectations - TBA
- By-law discussion

- Decided to leave the number of positions as stated in the by-laws, with Meghan Maeulen being the “Vice President - Walk-a-thon Coordinator” and the acting “Fundraiser Coordinator”, but to remove the “2nd Vice President” title from the Spring Fling Coordinator position. The Fundraiser Coordinator position will be advertised as a vacancy. Ellen to write a proposed amendment to the by-laws which will be voted upon at the next PTO Board meeting.

Principal Report (D. Feerrar)

- Discussed calendar
- Discussed upcoming Daddy/Daughter dance. Sandra doesn't need anything from the PTO regarding the dance. She will contact Kristen Stevenson who is the new head of the cafeteria regarding the punch for the event
- Reviewed snapshot of next year's school calendar which was recently approved by the School Board.

Spring Fling (M. Emick)

- Not much to report from the committees at this point
- Games - The boy scouts are invited to participate again this year. Need to make it clear they get half of what their stand earns.
- Volunteers - If setup tasks are clearly specified, then volunteer recruitment will expand to include setup
- Prizes - many purchased at Target last year. The bigger prizes (cups/sunglasses) were well received. Recommended to leave the year off any customizations.
- Vendors - Misty working on setting up vendors. Montoursville Kiwanis is interested in providing meatball subs. Other vendors are being researched, we anticipate having four or five. Misty's focus is on keeping food prices affordable. Food vendors to accept cash and not tickets (as we do not want to have to count out tickets for the vendors).
- Spring Fling Date - May 10th
- Upcoming Spring Fling Meeting Dates:
 - Monday, March 25th 6:30
 - Monday, April 15th 6:30
 - Monday, April 29th 6:30
 - Monday, May 6th 6:30
 - May PTO Meeting on May 9th will be pushed back a week to May 16th at 6:00pm

3-6-9 Fundraiser (M. Emick)

- Tickets generated for each student who participated in the fundraiser. Basket raffle buckets to be used for students to put their tickets in for the prize(s) of their choice.
- Grades K and 1 had letters sent home to assist with their prize selection
- Teacher involvement felt low as there were only 6 votes for the door decoration contest. Mrs. Ayer's door was the winner.
- Concern raised that perhaps some teachers didn't understand the concept of the fundraiser and that next year we try to communicate more effectively with the teachers. Perhaps passing along helpful hints from classrooms that have high levels of participation

for the fundraiser. (For instance, Mrs. Boyle read the prize list to her students which seemed to generate some buzz.)

- Fundraiser raised about \$4480 which is \$1500 short of the fundraiser goal.
- Other thoughts for increased profit next year would be to rename the fundraiser so there is no confusion that it is essentially a "Read-a-thon" and to eliminate the cap on the tickets.
- Though the fundraiser fell short of its goal we decided that there will be no more fundraisers this year. The shortfall will be absorbed by the cushion we planned to have in the bank account at the end of the year.
- The spreadsheet of business donors needs to be updated and receipts sent. Misty will let Katie know when it is ready to generate the receipts

Newsletter

- Reviewed March 2018 Newsletter. Looked great as usual. Discussed that the April newsletter will list the 3-6-9 Prize winners and the May Newsletter will recap what the PTO has paid for throughout the school year

Committee Reports

- Walk-A-Thon - the Banner proof is ready, just needs to be double-checked that all the business sponsors are included, then printed, and hung.
- Classroom Activities - Special Events and Classroom Activities are teaming up to provide the PSSA snacks. Darrin and Stephanie will work together to place the PSSA snack order
- Yearbook - Mrs. Bower's and Mrs. Jackson's classroom still need photos. Yearbook proof estimated late April
- Communications - Bingo night was very successful, approximately 150 attended. No planned March activity.
 - Mr. Cillo mentioned hosting an Elementary level track meet with several schools participating and offered Lyter PTO the opportunity to run a concession stand. The planned date is April 14th from 1-4 (or 5). This would be a good opportunity to sell leftover movie/bingo night concession inventory. Stephanie and Misty to head up this effort.
- Beautification - 3-6-9 undecorating coming up. Rebecca to pick a date.
- Special Events -
 - PSSA breakfast coming up, PTO doesn't need to do anything other than fund it
 - Any cost overrun due to purchasing PSSA snacks will come out of Darrin's allocation
 - There will be no catered staff lunch this year. Will have a breakfast for the staff instead. Considered having a staff breakfast to coincide with the PSSA breakfast, but decided to have the staff breakfast the second week in May as PSSA mornings can be a little hectic.
 - Will need Hall Monitors - a sign up will be sent out
- Miscellaneous - Jessica Clayton will be the third grade field trip representative
 - Katie Farley reminded everyone that the PTO field trip representative is responsible for arranging to have the check written to cover the cost of the field trip. Make sure to make arrangements with Katie ahead of time.

Meeting Adjourned at 8:03

Upcoming Meetings

3/25/19 - Spring Fling Planning Meeting, 6:30 PM - Lyter School Library

4/11/19 - PTO Board Meeting, 6:00 PM - Lyter School Library

4/15/19 - Spring Fling Planning Meeting, 6:30 PM - Lyter School Library

4/29/19 - Spring Fling Planning Meeting, 6:30 PM - Lyter School Library

5/6/19 - Spring Fling Planning Meeting, 6:30 PM - Lyter School Library

5/16/19 - PTO Board Meeting, 6:00 PM - Lyter School Library

Respectfully Submitted By:

Ellen Dunkleberger, Recording Secretary