

April 2019 Lyter PTO Meeting Minutes

April 11, 2019

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

Guests/Parents Attendance: None

Principal: Darrin Feerrar

Principal Report (D. Feerrar)

- Upcoming Events
 - PSSA Testing, Field Trips, Book Fair, Science Fair, Spring Concerts, End of the School Year Activities
- Items discussed
 - Darrin to coordinate with a high school student to run the lights and sound for the 4th grade concert
 - Kindergarten registration was held, at this point it looks like there will be 4 kindergarten classes next year
 - No announced retirements as of now, an early retirement offer is available. Those eligible have until 4/30/19 to make a decision
 - The end of the school picnic is planned for the 2nd to last full day to allow the 4th graders to participate. They will be on their Knoebels trip on the last full day.

Administrative Business (M. Emick)

- Approved March 2019 meeting minutes pending Katie F.'s recommended changes
- Reviewed and approved March 2019 Treasurer's report
 - Two outstanding 3-6-9 Expenses. One from Meghan M. for books. The other is the \$5 book fair classroom prize which will be distributed during the book fair.
 - Discussed the 3rd grade field trip. It seems that the 3rd grade teachers opted for tee shirts over a snack at the circus, as tee shirts were made and the permission slip indicated there would be no snack at the circus. Misty to get clarification.
 - Only item currently over budget was for the 4th grade concert cookies which was approved.
 - Misty will give Nicole Katie F.'s detailed "Field Trip and Student Allotment" report to ensure her expense records match Lyter PTO's records
- 2018-2019 Open Board Positions
 - Vicki resigned her current position and will not be returning to the board next year
 - Spring Fling Coordinator, Special Events Coordinator, and Fundraising Coordinator are open positions

- Open 2019-2020 Board Positions
 - Positions to be advertised in the Newsletter are the Fundraising Coordinator, Assistant Fundraising Coordinator, Special Events Coordinator, and Spring Fling Coordinator. (Note: following the meeting the Fundraising Coordinator position was filled and the Recording Secretary position is open).

Spring Fling (M. Emick)

- The Boy Scouts run a game at Spring Fling and keep half of the profit, the board decided to make a similar offer to Loyalsock Valley PTO to run a game (or two) at our Spring Fling and will be paid half of the profit the game earns.
- Tickets
 - Discussed and decided to offer selling prepaid Spring Fling Tickets at Loyalsock Valley and letting their PTO keep half of the prepaid ticket sales.
 - Meghan M. to reach out to the Loyalsock Valley PTO to see if they are interested in running a game and allowing prepaid tickets.
 - Considered selling wristbands for the rides, but decided against it as it may complicate the ticket sales and would be risky without having a rain date scheduled for the event.
 - Ticket posters may have been located in the basement
- Vendors
 - Montoursville Kiwanis and Williamsport Kiwanis are confirmed to participate
 - Lion Club of Warrensville will vote to decide to participate
 - Cousin Benny's was emailed, will follow up with a phone call if necessary
 - Lyter PTO is selling soda and chips for \$.50 (Will need volunteers for this stand)
 - Lyter PTO will sell cotton candy (machine and supplies provided by Bounce vendor)
 - No popcorn machine
 - For any new vendors, request to keep prices affordable (meaning nothing over \$5)
- Games
 - Found so many little prizes in the basement no additional prizes need to be ordered this year.
 - Face paint supplies were also found, will have stand again this year
- Volunteers
 - Volunteer sheet will go out to the grade parents the week following Easter.
- Baskets
 - Connie only has had four themes entered, a reminder will be sent to grade parents following the spring parties

3-6-9 Fundraiser (M. Emick)

- Offered almost \$7000 in prizes
- Fundraiser earned \$4586, which fell short of the \$6000 goal

Newsletter

- 3-6-9 Student winners will be listed

Committee Reports

- Walk-A-Thon - Banner work is done, will be printed next week
- Classroom Activities - Box tops will be collected shortly. PSSA snacks arrived.
- Yearbook - Yearbooks can be purchased by staff for \$6.00. Can also be offered for purchase to families who may like an extra copy. Proof will be ready next week.
- Communications - No additional activities planned
- Beautification - Spring decorating complete
- Special Events - PSSA breakfast on Friday, April 12th. Hall monitor sign-ups improved this year due to having the sign-up sheet at the grade parent meeting. Spring Fling book fair approaching. Need PTO board members to work the register. Spring Teacher Luncheon will be a breakfast this year on May 8th. Much of the food to be supplied by the cafeteria (fruit, muffins, etc.), may also use the Wegman's gift cards.
- Miscellaneous
 - Electronic payment options need to be explored as PayPal requires personal information to be provided. Amazon Pay is being researched. No rush on making this decision
 - Mr. Cillo's Track and Field Event Concession Stand - Ellen and Jessica Clayton plan to attend the event and volunteered to work the concession stand. Rain date: April 28, 2019

Meeting adjourned at 8:00pm

Upcoming Meetings

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