

November 2018 Lyter PTO Meeting Minutes (Virtual Meeting)

November 15, 2018

Board and Co-Chair Attendance: NA - Meeting held via email due to inclement weather

Guests/Parents Attendance: NA

Principal: Report Provided by Mr. Feerrar

Administrative Business (M. Emick)

Treasurer's Report:

The Treasurer's Report is attached. Please review it and contact me with questions. Pages 2 and 3 detail the Walk-A-Thon, fall book fair and gift card fundraiser results.

Gift card fundraiser - it was a success and ended up more profitable than we expected, with a net profit of \$2,188 compared to budget of \$1,885. The deposits to the Bank do not include \$4,310 of orders submitted directly to ScripPro and paid for with PrestoPay, which brought our total sales up to \$40,310. Many thanks to Ellen for her all her efforts on this fundraiser.

Book fair - the book fair sales of \$6,936 yielded a net profit of \$1,384. The PTO pays the sales tax on all the book fair sales, and there is no cash profit on the spring book fair, so the spring book fair sales tax of approximately \$500-600 will come out of this profit. There were several difficulties with this year's fair that will hopefully be resolved by the spring book fair. Many thanks to Mrs. Pulizzi for her coordination of this event.

Chromebooks - the initial invoice we received for the Chromebooks was incorrect. The District will send a corrected invoice and I anticipate paying \$13,200 for the Chromebooks in the near future. That will bring our cash balance down to approximately \$30,000.

Donation - this week we received a \$100 donation from the Kiwanis Club of Montoursville as part of their fiscal year-end giving.

Cash Box Process - with the upcoming craft fair and movie night, I wanted to review our cash box process. At least ONE WEEK prior to the event, please provide me with a completed cash box form, indicating the denominations needed for start-up cash. To give you an idea, start-up cash for the movie nights is generally \$75 and book fairs is \$300. Please adjust the request to the size of the event and the denominations expected (for example, at the Spring Fling we need a lot of \$10s, at the book fair we need a lot of pennies). I will make the withdrawal from the

bank, count the cash, and at the start of the event give the event coordinator the cash box and ask her to verify my count. At the conclusion of the event, the event coordinator will count the cash and complete the deposit notice. I will recount to verify and take the deposit to the bank. If this is an event where we are selling inventory (i.e. craft fair), the inventory sold needs to be tracked and reconciled to the cash collected. If you have questions, please contact me. Treasurer's report is attached.

Principal Report:

Veterans Day went well. Event was covered by the Sun Gazette.

Soup Luncheon went well. Thank you all for your donations.

Senior Citizen dinner was cancelled due to the weather.

Nov. 19 and 20- Parent Teacher Conferences; No school for students

Nov 19-26 Thanksgiving Break

Nov 29- The Brain Show Assembly

Dec 6- 2nd grade crafting and caroling

Dec 10- 4th Grade Holiday Concert

Discussion: Chromebooks were received by 3rd and 4th grades. IT has collected the iPads and are reprogramming them for K-2.

Kindergarten has decided to go to the Lewisburg Children's Museum for a field trip. Mr. Sartori is coordinating a date with the Museum.

Third grade is still exploring options.

Remaining Principal's report is attached..

General Discussion:

Grade Representatives are needed. We can accept names over the email and vote to approve at our December Meeting.

Kindergarten

First

Second

Third

Fourth

Special Events Committee

Due to not having a Special Events Chair, it would be nice to have a committee in place to help handle the events. Coming up for Special Events is 4th Grade Holiday concert cookie donations. Any names would be welcome.

Movie Night:

There is only one family/kids movie being released in December. Little Foot (a movie about Yetis) is being released December 11. In the past we have had movie nights in December,

however there are some worries about being able to get donations so close to Christmas. Any opinions are welcome.

Gift Cards:

- The Lyter PTO Gift Card Fundraiser is going well. The gift cards will be distributed to the classrooms on Monday morning and will be handed out by the teachers at the parent-teacher conferences. Any gift cards that cannot be handed to a parent will be returned to the office and Ellen will make sure they get to where they need to go. The total profit from the fundraiser was \$2,188.37. We exceeded the goal for the fundraiser by a few hundred dollars. Many thanks to Katie Farley, Jessica Clayton, Katie Garber, and Stephanie Pickering for helping this fundraiser go quite smoothly.

Craft Show:

Flag design was chosen. Teamworks received the deposit, and ordered a flag sample to ensure color and quality are good. Craft show is Dec 1, with set up Nov 31. We will be in the same spot as last year. Set up should be fairly easy. Last years sign up genius seemed to work well, we will do the same this year. Time slots will be in 2 hour rotations.

Santa Visit:

Gloves were purchased for this year last year by Pam Nelson's mother. They are located in the PTO storage closet. Due to issues from last year, we will need to find a new santa. Any suggestions and or recommendations are welcome. Typically the Santa visit has occurred on the last day of school before the holiday break.

Beautification:

Great job Becca! Becca has been a valuable asset to the school and PTO board. She decorated for fall as well as veterans day. Holiday decorating is a large project and she will need help. In the past we have done the decorating over thanksgiving break while the kids are out of the building. Becca and Darrin, if you could please pick a date for decorating, we can get an email sent to the grade parents asking for their help.

Yearbook:

Katie is continuing to collect pictures for yearbook. Please remind fellow grade parents to send their pictures in.