

Sep. 16th PTO meeting minutes

Debbie called meeting to order at 8:45am. Introduction of board members was made; Debbie Beall PTO President, Jane Pierce PTO VP, Brittany Devlin PTO Treasurer, Rebecca Mayer PTO Secretary (absent). Housekeeping items were discussed, such as taking meeting attendance, keeping time at meetings and communication.

Brittany Devlin gave treasurer report to include current funds available (\$456.24) and upcoming items that will require funds. Teacher appreciation events should require minimal funds from PTO. Cost to get coupon cards will be approximately \$101, coming out around the end of September or early October.

Jane Pierce discussed coupon cards and spirit nights. **Coupon cards will have 30+ business** and will be ready for sale by mid-October. These are valid for **1 year and will be sold for \$15 per card**. This will be a PTO wide effort on sales. We are looking to sell these on select days during carline, send them home with students as well as have a **booth set up at the harvest feast on Nov. 18th**. Spirit nights will kick off this month. Hearth pizza is Sep. 20th and includes all sales from 6pm to 9pm. Moe's will be Sept. 21st with pre-ordered meal kits only. Future dates have been set with both these businesses and others are being added. PTO is looking to get 15% to 20% of sales from spirit nights.

Debbie Beall discussed another fundraiser for October. We will be selling Fun Pasta from Oct. 10th to Oct. 30th. There are two ways to sell/purchase; online or via brochure. Online link will be in the Lowdown and sent out via email. Brochures will be sent home with students. Profits can be anywhere from 35% to 50% depending on sales. This will be an easy and fun fundraiser.

Debbie Beall discussed Fall Book Fair. PTO will be running the Book Fair this year to help take some of the work off our school staff. The book fair will run from Nov. 7th to Nov. 10th from 8:30am to 4:30pm. We will have one late day so accommodate working parents that may want to attend (until 7pm). PTO will provide light refreshments that evening. We will need 2 volunteers per day for this event. One for an 8:30 to 12 shift and another for 12 to 4:30pm. On the late day we will need an additional volunteer from 4:30 to 7pm.

Debbie also discussed staff appreciation. These are a once-a-month event (usually lunch or snack) provided for all LMS staff to show our appreciation of all their hard work. September's appreciation event is providing different salads for lunch on September 20th. We will need two volunteers to set up and clean up for this. Please be on the lookout for signup genies to help with these events.

Debbie gave an update on the message board that PTO purchased for the school last school year. The board cannot go in the originally intended location as there are electrical issues with that location. The current plan is to build a setup for it and place it out by the arch as you are turning into the school. We are hopeful that this will be completed soon.

Debbie Beall discussed Winter Family Fun Night. This will be held on Dec. 9th from 5 to 9pm. We will start the night with Bingo and roll right in to a winter themed movie on the front lawn. We will need prize donations and volunteers for this. More info to come later.

Debbie also discussed volunteer opportunities that LMS has expressed a need for. Two volunteers are needed to help with car line. Picture day is September 27th, and two volunteers are needed to help with that. All staff members have been given a volunteer help request form and as they come in we send out emails to see who may be able to step in and help. Debbie or Jane can be contacted if you are interested in volunteering.

Jane Pierce gave an update on the surveys that went out at the beginning of the school year. She has gotten several back and trends that she is seeing are that yes teachers need and want help, they really like food and parents are looking for more family events. From this we are working on ways to connect teachers with volunteers, we will continue with monthly staff appreciation focused primarily on providing them with a lunch. We have family events coming up and will continue to discuss other ideas for future events.

Brittany Devlin discussed the upcoming Harvest Feast in November. Every year there are baskets made and donated to be auctioned at the Harvest Feast. This year PTO is doing a Garden to Table themed basket. This will include items for a start up container garden as well as items to harvest, prep and cook or preserve. Be on the lookout for a signup genie with the list of items need to complete the basket. PTO decided to go ahead and get the ball rolling on this since every class also does a basket and we don't want to get overwhelmed with donation requests all at one time. Plan to bring your donated items to the October PTO meeting.

At this time open discussion was had by those in attendance. Items discussed were ideas for more family events and possibly school dances (i.e., Father/Daughter Dance) and the need for a space to successfully do this. The possibility of a Back-to-School family fun night was brought up and suggested that is take place around the second week of school with the purpose of allowing new and returning families to meet one another at the start of the school year.

The question was raised as to if we have a formal letter head and EIN to formally request donations. The answer to this is yes, we are registered as a non-profit and we do have an EIN.

The idea of having a family photo area at the Harvest Feast was raised. Jane and Brittany will be reaching out to photographers that they know to see if there is availability to make this happen.

The question of PTO by-laws was raised. This is something that is currently being worked on as our PTO is still in its infancy stage. We hope to have these by the October meeting.

PTO communication was also raised. We currently have a Facebook Page and we get things in the school lowdown that goes out weekly. We are looking into setting up a website that is linked to LMS's website.

Meeting was adjourned at 10am.