

Stantonsburg Elementary PTO

Executive Committee Meeting Minutes

August 15, 2017

Call to order

Kim Bass called to order the regular meeting of the Stantonsburg Elementary PTO Executive Committee meeting at 6:30 p.m. on August 15, 2017 at Stantonsburg Elementary School Library. Followed by prayer.

Attendance: The following persons were present: Mrs. Jenny Hayes, Principal, Kim Wise, 4th grade teacher, Kim Bass, Lorie Hawkins and Erica Smith.

Approval of minutes from last meeting

Lorie Hawkins presented the minutes from the last meeting. The minutes were approved as presented.

Treasurer Report: (given by Erica Smith)

As of today, we have a balance of \$7,821.76 in the bank account. The Treasurer Report for June and July 2017 will show the inflow and outflow of checks that cleared and deposits made through the end of the fiscal year July 31st. Erica Smith provided a briefing on the financial status of the PTO budget. Mrs. Jenny Hayes made a motion to accept the Treasurer's Report, Mrs. Kim Wise seconded the motion, motion passed.

Principals Report: (given by Mrs. Jenny Hayes)

Ms. Kirby and Mrs. Howell have resigned from SES. Mrs. Jenny Hayes is currently looking for a 2nd and 3rd grade teacher, but will have substitute teachers to fill in until Mrs. Jenny Hayes can fill the spot with qualified teachers. Mrs. Limbert, from Greenville has filled the kindergarten teacher position.

Old Business:

Tabled Items to run by Mrs. Jenny Hayes

1. Gun Raffle was denied per conversation Kim Bass had with Mrs. Jenny Hayes.
2. Mrs. Jenny brought up SES was unable to get additional crossing guard, but has talked with Chief Rosario. They have agreed with parking the car in front of the school and providing an officer to assist any students crossing the road on the corner by the doctor office. Mr. Lucas will continue to help students that are crossing the street in front of the school. Erica Smith asked about bus route and her son not having a sidewalk to walk on his way to school coming from Commercial Drive. Mrs. Jenny Hayes suggested bringing it up with Town of Stantonburg to add a side walk for the student's safety. Students must live one and a half miles away to be able to ride the bus to school.

3. Kim Bass followed up with Holly Tant's suggestion about having cones in front of the school replaced. Mrs. Jenny Hayes is working on getting the cones replaced.
4. Mrs. Jenny Hayes liked the idea of SES being a part of the Wilson County Christmas Parade and/or Stantonsburg Christmas Parade. Kim Bass is checking into Wilson County entry fee.
5. Mrs. Jenny Hayes will communicate to add all social media information on all memos.
6. Mrs. Jenny Hayes has agreed to do Duct Tape – A – Principal.
7. Kim Bass has checked into a suggestion that was made to conference call PTO meetings. We are unable to have conference calls due to not having the telephone equipment.
8. Mrs. Jenny Hayes has agreed to have Boo-Hoo /Ya- Hoo in the hallways by the kindergarten classes.
9. Mrs. Hayes has agreed with having a PTO table at open house.
10. Mrs. Hayes is creating a handbook that explains all the details of the events throughout the school year.
11. Mrs. Jenny Hayes has explained to the committee about not being able to have one playground for all students due to scheduling conflicts and student's safety.
12. Box Tops will remain as a school fundraiser and the PTO will help advertise. Ms. Cummings will continue to keep up with box tops received.

Yard Equipment: Kim Bass has checked into the yard equipment that is not being used and has found out that we are not allowed to sell the equipment at the yard sale. All equipment is now county property.

Open House date: has been set for August 24th from 4 pm to 6pm.

Parade Date: Stantonsburg December 9th at 10am.

Spring Fling: (Chairman Kim Bass) Date set for May 5th

Candy Man: (Chairman Erica Smith) Kim Bass has contacted Candy Man about adding sticker books along with catalog sales.

Lighthouse Project Update: Basketball goal that was ordered is the wrong size. Kim Bass is working with Mrs. Jenny Hayes and Mark Letchworth with getting it replaced. Kim Bass has a gift card to go towards getting a replacement.

Bylaws: Kim Bass revised the bylaws and submitted to the Executive Committee to review for suggestions and made corrections. The Executive Committee made several changes to the bylaws and will be updated and submitted at the next general PTO meeting.

New Business:

Vice President: Crystal Dougherty has stepped down from Vice-President Position. Lorie Hawkins and Kim Bass will post on social media and provide flyers at open house about the VP position up to September 1st. Parents that are interested will provide the Executive Committee with a short statement why they are interested in the position.

Committee Chairs: Kim Bass and Rachel Warrick will replace Crystal Dougherty as the committee chair for Book Fair.

Flag and acorns for top of flag: Kim Bass has been contact with Woodmen of The World and was able to get the flags outside, 2 flags inside; flags for each classroom were donated. Eagle and acorn topper was paid for by the PTO.

Teacher Allotments: Erica revised the allotment to include all 12 teachers. Mrs. Julie Davis will send Erica Smith updated list of the teacher's names and a check will be sent out to each teacher this week.

Five Below Fundraiser: Kim Bass will set-up 4 fundraisers with Five Below for Stantonsburg PTO to receive 10% of the sales. Stantonsburg has a week set up before school and week of Thanksgiving. Kim Bass will follow up with the other 2 dates.

“Can’t Stop the Feeling Video”: Kim Bass or Lorie Hawkins will call Grant Robinson for pricing to make a video for the PTO. It will be a way to promote the PTO.

Beddingfield Counselor and Child Development: Kim Bass is checking with Beddingfield Counselor and Child Development Coordinator to provide daycare at the PTO general meeting. No Response, at this time.

Interpreter: Not Discussed

Spirit Night at Hwy 55: Kim Bass has contacted Hwy 55 and secured having Spirit Night at HWY 55 after Winter Program and both Spring Concerts. The PTO will receive 10% of all day sales.

Voting Procedures: Executive Committee members will vote on non-budgeted items over \$100, and specific fundraisers. General PTO members will vote on the final budget, final bylaws, and election of officers.

Playground fund (vote): Executive Committee members will look into getting corporate sponsors and will pull \$2300 surplus from the prior school year to be allocated to playground fund. Erica Smith made a motion to allocate a line item on the \$2300 of the surplus from the prior school year to go toward playground fund, Lorie Hawkins seconded the motion, and motion passed.

Principal Discretionary Fund: Erica Smith has suggested changing the name from principal discretionary fund to principal allotment. Erica Smith suggested setting the principal allotment at \$300. Erica Smith made a motion to set the principal allotment at \$300, Lorie Hawkins seconded the motion, and motion passed.

Kim Bass adjourned the meeting at 8:39pm.

Minutes submitted by: Lorie Hawkins

Next Meeting: November 14th