

Stantonsburg Elementary

General PTO Meeting Minutes

September 5, 2017

Call to order

Kim Bass called to order the regular meeting of the Stantonsburg Elementary General PTO Meeting at 6:30 on September 5, 2017 at Stantonsburg Elementary School. Followed by prayer.

Attendance: The following persons were present: List attached

Approval of minutes from last meeting

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

Treasurer Report:

Budget update- Provided Vivian Carraway with a gas card for being an interpreter during the June 15th General PTO Meeting. PTO also added fundraisers after the budget was finalized and they are Five Below, Norwex, Initials Inc, and Duct Tape the Principal.

Monthly Financial Report – Kim Bass presented the financial report month end to month end that list expenses and teachers allotment to those in attendance. Mrs. Burstion made a motion to approve the financial report, Robert Parnell seconded the motion, and motion passed.

Old Business

- a) Open House – Kim Bass, Erica Smith, Mindy Pierce and Rachel Warrick provided parents with information and about the PTO. PTO provided refreshments that was donated and signed up 29 volunteers.
- b) Boo-Hoo Yahoo- During the first week of school August 29th – August 30th Crystal Dougherty and Lorie Hawkins set up a table in front of the kindergarten classes to meet and provide information to the new kindergarten parents and new students at Stantonsburg Elementary School . Donated juice and breakfast items were given out to the parents during this time. Seven additional parents signed up to help with volunteering, talked to parents and provide information to those who signed up during open house.
- c) Five Below 8/19-8/26 – Kim Bass shared that the fundraiser raised \$177.43 during that week.

- d) Lighthouse Project- Kim Bass shared that the last light house project was to replace the broken basketball goal, but the wrong size was ordered. The school has a gift card for \$259 and Mark Letchworth, Maintenance Supervisor with Wilson County Schools and Noah Eden, P.E. Teacher is looking for a replacement.

New business

Bylaws – Provided a copy of the current bylaws to those in attendance and attached a copy of the current bylaws on the PTO Facebook page. Kim Bass noted the changes to the new bylaws such as the recording of the meetings, fiscal year and election year are the same date, added voting procedures, election of officers in May, President has contract signing authority and check signing authority, President nominees must have held another officer position, Vice President nominees should have held another officer position, participated as a committee chair person or been actively involved in the General PTO, added social media to the Secretary duties, and will provide all PTO information for parents/guardians to refer to by going to the SES website under PTO and a binder will have the PTO information from each meeting located in the office. The information will be in English and Spanish. The parents/guardians will also have access to the Treasurer report in the binder located in the office. The Treasurer nominee will be required to have accounting and bookkeeping experience. Due to convenience, we currently bank with BB&T. The 3 signers on the account will be the Principal, President, and Treasurer. The Executive Committee will include the Principal, Vice President, Treasurer, Secretary, two Classroom Representative Chairs, and two Staff Representatives. The budget will be set at the end of the fiscal year. Kim Bass asked if anyone was interested in being Classroom Representative to make contact with her or Lorie Hawkins. Duties for the Classroom Representative were shown during the meeting. Tony Melchor made a motion to approve the bylaws, Casey Smith seconded the motion, motion passed.

Committee Reports

- a) Book Fair (9/8 set-up – 9/18 pack up) – (Chairman is Kim Bass) The dates and times for the book fair has been posted around school. Volunteers can contact Kim Bass.
- b) Yard Sale (Chairmen is Kim Bass and Rachel Warrick) The yard sale will be held on 09/16. Kim Bass noted they have placed signs around the town of Stantonsburg and placed two/4day ads in the paper. They are currently looking for sellers/vendors for the yard sale.
- c) Candyman (9/25-10/10) Looking for two people to be chairmen for this fundraiser.
- d) Five Below – Kim Bass has shared the dates (11/23-11/29,6/20-7/4,3/13-3/31)10% of the sales for each week will go towards SES.
- e) Norwex- (Chairman is Rachel Warrick) (date TBD)

- f) Silent Auction 12/5 (Chairman is Lorie Hawkins) It will be held during the winter concert. We have asked each teacher to make a basket for the silent auction. Last year we made around \$1200.
- g) Spirit Night –HWY 55 (12/5, 3/20, and 4/17) 10% of all day sales will go towards SES.
- h) Penny Wars- (Chairman is Lorie Hawkins) (March?) We asked the students to bring in any loose change to go in their jar and each grade is competing to bring in the most money. Pennies earn points and silver takes points away.
- i) Candygrams (2/14) -looking for a committee chairperson
- j) Spring Fling 5/5- (Chairman is Kim Bass and Mitzi Barnes) They have secured the dunking booth, Pelican Ice, and bounce house. DJ has been contacted.
- k) Duct Tape the Principal – (Chairman is Lorie Hawkins) Lorie Hawkins shared that she is currently in the process of planning the fundraiser and will follow up with details and dates to collect money. Would like to collect money throughout the school year and hopefully make goal by the end of the year. The duct tape the principal will be during the last week of school. Since, Mrs. Jenny Hayes is new to SES we thought it would give the kids some time to get to know the new principal.

Adjournment

Kim Bass adjourned the meeting at 7:00.

Minutes submitted by: Lorie Hawkins

Next Meeting: October 2nd