

## **RS Payne Elementary PTO Meeting Minutes May 4, 2017**

A meeting of the RS Payne Elementary PTO was held on May 4, 2017. In attendance were the following people: Cindy Tolle, Sheri Quinones, Trish Pabis, Adrienne Scruggs, Tracy Proffitt, Liz Dop, Eliana Lobb, Leslie Salazar, Lori Smith, and Principal John Blakely.

President Quinones offered a brief welcome to everyone and introductions were made among those present, as a sign-in sheet was circulated. Next, a motion was made by President Quinones to approve the April meeting minutes. The motion was seconded and carried. As a FYI, this school year, meeting minutes will be sent out via Infinite Campus by Ms. Davis, and will also be posted on the school's website.

**Staff Report:** The school did not utilize agendas as a tool for students this year. However, the teaching staff has since determined that there really is a need for this organizational/scheduling tool. Ms. Proffitt noted that previous costs for agendas were around \$1600 for 555 agendas. Ms. Proffitt has done some preliminary pricing for next school year. If parents were charged \$5 for each agenda, costs would be covered for the purchase. Hopefully, the bulk of the money could be collected by September. However, Ms. Proffitt wanted to know if the PTO would be willing to cover costs if the money to cover the agenda purchases is not received in full.

A question was posed as to whether or not agendas are fully utilized in the younger grades, and Mr. Blakely noted that agendas are needed even for children in the younger grades--the teachers tend to utilize them as a communication tool to parents on a daily basis. Ms. Proffitt did offer to put out a google document to query teachers about their opinions on the needs for agendas and whether or not they are fully utilized by the student body as a planning and organizational tool. She will convey the results of this on-line conversation to the PTO.

It was also discussed that the agendas for the younger grades could perhaps be simpler in nature (more like a composition book) than a more involved one like the older grades tend to receive. Ms. Proffitt said she would take that recommendation into consideration as well when talking to the teachers and placing a subsequent order. The goal is to get the best pricing and the best tool for the students possible. Once this discussion closed, the decision was made for Ms. Proffitt to go ahead and place an order as soon as possible, in order to secure good pricing, and that the PTO will cover any unpaid expenses related to this purchase, once monies have been collected from parents at the beginning of the school year.

**Principal's Report:** SOL testing is underway. Accreditation for the school looks promising, as students are performing well on the tests so far.

Because of our mild winter, May 26 has now been designated as a school holiday for students and staff.

No decision has been made as of yet regarding a new principal for next school year. School staff recently met with the Superintendent at their faculty meeting to discuss their thoughts on the hiring process and their criteria for the new principal.

Last, the school guidance counselor has requested that the PTO assist with the purchase and assembly of candy bags to be handed out to students upon completion of SOL testing for the day. It was decided that a sign-up genius would be sent out to solicit candy for the bags and volunteer help for assembly of the bags.

## **COMMITTEE REPORTS**

**TREASURER'S REPORT:** Treasurer Pabis distributed and briefly reviewed a summary report of income intakes and expenses to date. Pabis also reviewed the 2017/18 proposed PTO budget. This budget will be finalized and voted on at our June PTO meeting.

**HOSPITALITY:** Several activities are planned for Staff Appreciation Week. During the course of the week, the staff will be treated to a continental breakfast, a dessert bar, and a pizza and salad luncheon. Candy treats will be delivered to staff's mailboxes and a school supply drive has been launched for much needed supplies to help teachers get through the end of the school year. Every day, a raffle drawing will be held for a chance to win select gift cards. A sign-up genius will be sent out to solicit volunteer help, food contributions, and school supply donations to support efforts for the week.

**FUNDRAISING:** The last restaurant night of the year will tentatively be held on Tuesday, May 23. Liz Dop is finalizing the details for this event.

**CARNIVAL:** A big thanks to everyone that donated an item, money, and/or their time to support this year's Carnival. Over \$8500 was raised at this year's event (after expenses).

**OFFICERS/VOLUNTEERS FOR NEXT YEAR:** Please take the time to consider where you may best use your time and talents, as a volunteer, to support the PTO next school year.

Recruitment efforts for committee, event chair, and leadership positions will begin this spring. It is especially important to secure volunteers for leadership positions--President, Vice President, and Recording Secretary.

Also, if you have any ideas for the upcoming school year or activities that you would like considered, please consider attending a PTO strategy/planning meeting for the 2017-18 school year, to be tentatively held on July 18 at 6:30 pm at Mi Patron in the Boonsboro Shopping Center. This will be a working dinner meeting.

**ADDITIONAL BUSINESS:** A volunteer to update the marquee in front of the school is needed. Please let Ms. Davis or President Quinones know if you are interested in assuming this duty for the remainder of the school year.

There will be 3 tour dates set for incoming GO Center students and their parents over the summer. It is the PTO's plan to have a volunteer solicitation flyer for distribution at the event, and it would also be nice to have a PTO member available at each tour event to answer questions and discuss volunteer opportunities with the PTO. Ms. Smith will be in touch with the actual dates once they are finalized.

With no further business or announcements to discuss, a motion to adjourn the meeting was made, seconded, and carried. As such, the meeting was adjourned. The next, and last, PTO

meeting of the year will be held on June 1 at 6:30 pm at RS Payne, meeting room TBD.

Respectfully submitted by:  
Cindy Tolle, Recording Secretary  
RS Payne PTO, 2016-17