

RS Payne Elementary PTO Meeting Minutes  
October 6, 2016

A meeting of the RS Payne Elementary PTO was held on October 6, 2016. In attendance were the following people: Trish Pabis, Cindy Tolle, Brentz East, Sheri Quinones, Alys Miller, Heather Somers, Adrienne Scruggs, Keeley Tuggle, Liz Dop, Principal Blakely, and faculty members, Lori Smith (GO) and Ms. Wood (3rd grade base).

President Sheri Quinones offered a brief welcome to everyone and introductions were made among those present, as a sign-in sheet was circulated for all to sign. Next, a motion was made by President Quinones to approve the September meeting minutes. The motion was seconded and carried. As an 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.

**Principal's Report:** Principal Blakely and a committee team convened recently to discuss ways to promote orderly behavior in classrooms, the cafeteria, and common areas, such as school hallways. The team has come up with an idea to post a signage system throughout the school that would clearly communicate with the student body the appropriate level of noise for the area they are presently in--for example, level one would be "whisper", level two would be "talking", level three would be "outside voice", etc. Again, these signs would be posted in classrooms and common areas. Such a system would create consistency among classes and teachers regarding noise expectations in the building and classrooms. Mr. Blakely has priced production of a set of these signs--cost is \$100 per set. He (Mr. Blakely) would like for the PTO to consider contributing funding for this project--about \$500. Pending confirmation of how many sets are needed and a finalized estimated cost for this purchase, a vote for using PTO funds for this project has been tabled until the November PTO meeting.

In light of the recent lockdowns that occurred during the first weeks of the school year, Mr. Blakely visited classrooms to address any concerns and questions about these recent events with the student body. Mr. Blakely found the greatest concerns to be among the 4th and 5th grade students (GO and Base). After much consideration, Mr. Blakely respectfully declined to participate in the next scheduled lockdown drill, conducted in partnership with LPD, citing the concern that doing so might further rekindle anxieties among the student body.

Last, student representatives from each grade meet periodically with Principal Blakely, as part of his "Principals Cabinet" to discuss general questions and share thoughts and concerns, and a Principal's "Coffee and Tea" will also be held periodically as a forum for parents and guardians to do the same.

**Special Requests--Teachers/Staff:** As discussed at September's PTO meeting, Ms. Kluender, the school librarian, is revitalizing the school's AR program and had previously asked for \$1825.93 in PTO funds for AR incentives. After discussing

thoughts from last PTO meeting with her (Ms. Kluender), Treasurer Trish Pabis noted that Ms. Kluender would still like the PTO to consider her request as previously proposed.

Upon further discussion and consensus that the PTO would prefer not to fund Ms. Kluender's request in full, Treasurer Pabis noted that the one priority item that Ms. Kluender would like to have funded involves the purchase of satin recognition ribbons for the program. Costs for the ribbons would run roughly around \$680. A motion was made to fund the purchase of the ribbons for the program in the amount of \$680. This motion was seconded, approved, and carried. Considering that Ms. Kluender would like funding of the AR program to eventually become a line item in the PTO's budget, it was noted that the PTO would like to see Ms. Kluender implement her program as proposed and report to the group on its success at the end of the school year. Perhaps a PTO committee could also be convened, at some point, to discuss plans and costs for future continuation of the program.

Ms. Mayberry is seeking volunteers to assist with a mid-year appreciation event for the staff--a soup and chili luncheon to be held on Wednesday, October 12. She would like for volunteers to bring either a soup, chili, or condiment/garnish for the soups and chilis in on the morning of October 12. Volunteers should bring any soups or chilis in crock-pots so they may be warmed prior to the luncheon. A sign-up genius will be created and circulated to recruit cooks for the event.

**Other "Housekeeping" Items:** Please remember to register your Kroger Plus card with RS Payne so that we may be a designated beneficiary of the Kroger Community Rewards program. This is an easy way to generate money for our school, and the PTO will receive quarterly checks from Kroger--these dollars truly add up over the course of the school year. Feel free to recruit friends and family to participate in this program as well. When you go on-line to register your card with Kroger, look for either our school by name (RS Payne Elementary School) or enter our school identification code: 90868. If you have any questions about how to register this card with the rewards program, please contact a member of the PTO Executive Committee.

## **COMMITTEE REPORTS:**

**FUNDRAISING:** Regarding the [schoolstore.com](http://schoolstore.com) fundraiser that was launched on Oct. 3, and has been a school fundraiser for several years, it was noted that teachers can become the recipient of gift cards through this program, when parents choose to purchase and donate gift cards for their (any designated teacher's) use. Treasurer Pabis noted that in reviewing donations of gift cards through this program, there were more than several donations that have not been claimed and utilized by teachers (past and present). Ms. Pabis wanted the teachers present at the meeting to make sure that the faculty is aware of these designated gift cards and see that they are claimed and used accordingly.

It was also noted that there will be a restaurant night, a Breakfast After Dark event, at a determined Biscuitville location(s), on October 18. Further information will be shared with students and parents closer to the event date.

**TREASURER'S REPORT:** Treasurer Pabis provided a summary sheet and updated budget spreadsheet for review. The Attractions Book fundraiser was a success, with 191 books sold for an income intake of over \$2500. Other notable income intakes include \$281.43 in Kroger Rewards, and \$161.13 in schoolstores.com purchases.

**SPIRIT DAY:** The plan to distribute spiritwear at Open House was relatively successful and the response to the t-shirts has been wonderful--the t-shirts have been well-received by both students, staff, and parents. Keeley Tuggle reported that there are very few t-shirts left at this point. There have been some requests for a re-order--for new students--and additional interest in purchases. Ms. Tuggle noted that the minimum amount for a re-order is a dozen in either youth or adult sizing. The unit price at this quantity would be @ \$6.35 each. Pricing decreases with orders of a higher quantity--for example, 24 shirts would be @ \$4.96 each, and 36 t-shirts would be @ \$3.98 each. There was further discussion that the PTO should consider a re-order of some youth sizes for new students coming into the school. This matter will be revisited and further discussed at our November PTO meeting.

Ms. Tuggle also discussed the success of the school's first Spirit Day of the year. The students were excited at the possibility of winning the coveted Spirit Dragon. Typically, Spirit Days will be the first Friday of the month; however, this month (October), Spirit Day will be on October 14, due to picture day being scheduled for October 7.

**UPCOMING VOLUNTEER OPPORTUNITIES:** Book Fair is scheduled for October 24-28; volunteers will be needed for this event. Ms. Davis would also like a volunteer helper to assist with updating the outdoor marquee with upcoming event dates and information--please let her know if you are interested in assisting with this task--she usually updates the marquee once or twice a month.

**ADDITIONAL BUSINESS:** There are still some unfilled PTO Board positions for the year: Vice President, Candy Cane Clubhouse Chair, Silent Auction Co-chair, and Fundraising Chair/Restaurant Night Coordinator. Please let President Quinones know if you or anyone you may know has an interest in filling any of these positions.

Please remember to save the date for Family Fun/Fit Night--Thursday, October 13.

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 PTO meeting will be **Thursday, November 3, 2016, at 10:30 am at RS Payne, meeting room TBD.**

Respectfully submitted by:  
Cindy Tolle, Recording Secretary

RS Payne PTO, 2016-17