



Oak Pointe Elementary School PTO Meeting Minutes

Date, Time, and Location

February 1, 2018 8:00 a.m. OPES

Minutes Prepared by:

Catherine Southern

Attendance

Diane Starnes, Keri Lyn Ladd, Catherine Southern, Kristie Smith, Yolanda Ross, Racheal Mack, Melissa Shelton, Lori Theuerl

Agenda

- Call to Order
- Approval of Minutes
- Principal's Update – Kristie Smith
- SIC and PAC Updates
- Officers' Reports
 - President
 - Vice President
 - Secretary
 - Treasurer
- New Business
 - Sweetheart Dance
 - Silent Auction
 - Woodley's/Matilda Jane Fundraisers
 - Box Tops
 - Chili/Soup Day for Faculty & Staff
 - 2018-19 Executive Board Elections
- Other Questions, Comments, and/or Ideas

Meeting Notes, Decisions, Issues

1. Call to Order - Diane Starnes
2. Approval of Minutes - Keri Lynn Ladd
3. Principal's Update - Kristie Smith
 - a. Upcoming school events in February include 3rd grade musical on the 6th and SIC Family Code Night on the 7th.
 - b. This Saturday OPES will be part of the district-wide recruitment fair
 - c. WTLX will be at Friday Morning Meeting this week because we have a Teacher of the

Week on staff. :)

- d. We will be opening up our school Facebook and Twitter accounts and will look into an Instagram account.
 - e. February 19th is now an inclement weather make-up day. After 3 make-up days are designated, the board can excuse all other days. Diane Starnes pointed out that the 19th was not on the list of potential make-up days on the district calendar and that it may cause conflicts for some families who had planned to be out of town that day. Mrs. Smith stated that she would give that feedback to the district.
4. SIC and PAC updates
- a. SIC (School Improvement Council) will meet Tuesday. They will be sponsoring Family Code Night on Wednesday. PTO will be providing dinner from Fazoli's for 112 parents and 112 students who have pre-registered.
 - b. PAC (Parent Advisory Council) No new information to report.
5. Officer reports
- a. President, Diane Starnes - All updates provided in "New Business section
 - b. Vice President, Ashley Bubar - Not present
 - c. Secretary, Catherine Southern - no updates
 - d. Treasurer, Keri Lyn Ladd
 - i. Don't have the balance for January because the month ended yesterday and we are waiting on receipts for the dance. \$3305.40 total last year and this year for Box Tops. Publix sent a check for \$282.37. Red Robin sent \$195.06 for December Spirit Night. Balance for Sweetheart Dance Night will be provided next meeting.
6. New Business
- a. Sweetheart dance is tomorrow, February 2nd. PTO and other volunteers will be decorating all day today and tomorrow. The lunchroom staff will provide bag lunches tomorrow to provide access to the cafeteria. Diane asked that Tammy send an email reminder to parents about the bag lunches. 260 people have preregistered for the dance. We need volunteers for food and punch fountain. We have a different DJ this year and he will provide interactive games, etc. for guests. Diane has ordered and will pick up 300 cupcakes tomorrow. Punch will be served from a rented fountain. Dance is from 6 - 8 p.m. and Cinderella will arrive at 5:30 to begin photos We will also have Rob Wilson Photography on hand to take photos for an extra charge.
 - b. Silent Auction/Bingo Night is coming up on March 16th. List of business names and contacts handed out and explained. "X" means the business has been contacted. Initials beside the name means that person is going to contact that business. Letters are available with PTO Federal Tax ID # for donors. Goodie bags will be passed out to 125 families if the business would like to include any advertisement or flyer, etc. on the night of the auction. Our website will have links to the donor's websites and their logo will appear on their basket's marker. Funds raised this year will go toward purchasing picnic tables for our new outdoor classroom/cafeteria area. Bingo includes three free games with a grand prize of \$100. Dinner is \$10 for a whole pizza, 4 drinks and 4 cookies. We will have raffle prizes and can take credit card payments. For next year, new board members need to note that Disney has changed their donation policy. New board members will want to research that ASAP to ensure those tickets will be available in time for the auction next year.
 - c. We have two new fundraising opportunities presented by community members. Amber sells Matilda Jane clothing and they run a special the month of February. She would like

to set up a shop during February and will give up to 20% of profit back to the school. We would need to advertise the event. Melissa stated that she also has a friend who would love to do the same thing any time of year and always is willing to give back 10% to the school. Diane asked Keri Lyn to share the second opportunity, which is with Woodley's. We can sell Woodley's gift cards for \$20 and they would give back \$5 profit for each card purchased.

- d. Box Tops for February will be girls versus boys. Administration will silly string each other (boys silly string girls if boys win, girls silly string boys if girls win). Mrs. Smith will announce at Friday Morning Meeting. February is the cutoff for the year and the school won't get the money for March - June Box Tops until December 2018.
 - e. Chili/soup day for staff will be February 20th.
 - f. 2018-19 Executive Board - Diane Starnes, Keri Lyn Ladd and Catherine Southern will be stepping down from their positions as president, treasurer and secretary. Elections will be held in March and the new board will be available until the end of this school year to help the new board become established. Ashley Bubar has spoken with Yolanda Ross, Ashley Williams and Melissa Shelton about the possibility of serving next year. All three expressed interest. Diane stated that we must advertise for new members and if elections are required, online elections are the easiest way to cast ballots. We will have a deadline advertised and if no one else shows an interest, we will confirm the new board at the PTO board meeting in April. Our next meeting will be March 1, 2018.
7. Other questions, comments and/or ideas
- a. Melissa Shelton asked about Special Olympics and PTO involvement. Mrs. Smith answered the question with the fact that April is a school-wide involvement month with the Be-A-Pal campaign and the Special Olympics Parade. Candice Snyder and Mrs. Krawczyk are our SPED unit leaders and they hold their own fundraiser.
 - b. Fifth grade promotion - Mrs. Smith stated that the 5th grade teachers organize their own events, but there will be no walk across the stage/theatre this year. Each class will have their own slideshow to make sure all students are included and they will have t-shirts for the outdoor fun day. Focus will be on the children having a fun day instead of an official ceremony.
8. Adjournment

Action Items

Action	Assigned to	Due Date

Next Meeting

March 1, 2018 8:00 a.m.