

PTO Meeting Minutes  
April 25, 2017  
7:00 p.m.

**Attendees**

Sonya Land, Amy Fitter, Carrie Luttrell, Michele Parker, Steven Shane, Beth Chausow, Michele Duvall, Katie Lail, Kim Rivera, Lisa Villareal, Danielle Mosley, Sherrie Goesling, Shilpa Rao

**I. Call to Order**

Sonya Land called the meeting to order at 7:07 p.m.

The expectation of all PTO meetings is for them to last for approximately one hour. According to the published bi-laws, one purpose of our meeting is to “receive brief summary reports from all active committees.” Only PTO business will be discussed at our meetings. Any personal or school district related issues should be discussed outside of the meeting with the appropriate school administration at another time. One person at a time should speak so we may all hear each other and the recording secretary is able to provide us with clear and concise minutes of each meeting. The appointed meeting facilitator reserves the right to move the meeting forward, which means possibly limiting the time someone has to present their information.

**II. Welcome**

Sonya Land welcomed everyone to the meeting.

**III. January Meeting Minutes Approval**

Sonya Land requested a motion to approve the PTO meeting minutes from January 2017. Beth Chausow and Danielle Mosley seconded the motion.

**IV. Officer Reports**

**A. Treasurer Report** – Sonya Land reported on behalf of Missy Bredbenner. The current total for Panther Pledges received is \$12,437.05, which is lower than our goal of \$15,000.00. However, due to Trivia Night profits, we have met our overall fund-raising goal for the year. We received \$1,487.06 from the Book Fair. The Chick-Fil-A fundraiser raised \$198.00. We have made \$227.18 from Papa John’s fundraisers. The Pancake Breakfast brought in an additional \$640.00. Special thanks to James Johnson for donating several items for this event. Leader in Me expenses have totaled \$14,036.00.

**B. Vice President Report** – Steven Shane facilitated updates on the following committees:

**Committee Reports**

- 1. Kickball Game & Kona Ice** – There will be another kickball game this Friday, April 28, 2017 at 5:00pm. The game is for students and dads/male caregivers; however, all family members are invited to watch the game. The Kona Ice truck will be at the event as well.
- 2. Beautification Day** – Spring Beautification is scheduled for Saturday, April 29, 2017 from 8:00-11:00am. Please come out and help to keep our school grounds looking great.
- 3. BOGO Book Fair** – This will take place May 11-12, 2017. Volunteers are still needed, so please sign up if you are able to help.

**Other Business**

**Fall Chick-Fil-A-Night** – The next Chick-Fil-A fundraiser night will be on September 19, 2017 from 5:00-8:00pm.

**Spirit Day** – There is still a need for additional volunteers for Spirit Day. We especially are in need of a field games coordinator. Please contact Steven Shane if you are available to help.

**Kickball Tournament** – We are in need of a volunteer to coordinate the kickball events for next school year. This would be a great opportunity for a dad who wants to get more involved at the school. Contact Steven Shane if you are interested.

**C. President Report** – Sonya Land provided updates on the following:

- 1. Board Elections** – For the 2017-2018 school year, the following individuals will remain in their current positions: Sonya Land (President), Steven Shane (Vice-President), Danielle Mosley (Recording Secretary), and Beth Chausow (Past President). Michele Duvall will move into the role of Treasurer. Katie Lail was nominated for the position of Assistant Treasurer and Shilpa Rao was nominated for the position of Corresponding Secretary. Their nominations were confirmed.
- 2. Teacher Appreciation Week** – This will be held May 1-5, 2017. Flowers will be given to the teachers on Monday and Tuesday. There will be a teacher appreciation luncheon on Tuesday. There is a sign up link for volunteers if they would like to bring something for the luncheon. Teachers and staff will receive a gift from the PTO on Wednesday. On Thursday, the teachers will receive their books with notes from their students. It was also announced that tomorrow is Administrative Professionals Day.
- 3. Spring Fundraiser at Menchie's** – This is scheduled for May 2, 2017 from 4:00-9:00pm. SVE will receive 15% of the profits from this fundraiser.
- 4. Troop 803 Rummage Sale** – The Boy Scouts are hosting a rummage sale at SVE on Saturday, May 6, 2017 from 8:00am-12:00pm.
- 5. Friends & Family Breakfast** – This event will be held on May 11, 2017 from 8:00-9:00am in the cafeteria. It is an opportunity for students to invite a special adult (e.g., parent, grandparent, neighbor) to have breakfast with them before school. The PTO will be providing the breakfast items.
- 6. PTO Volunteer Party** – This will be held on Tuesday, May 16, 2017 from 7:00-9:00pm at Circle 7 Ranch. This event is for anyone who has volunteered in any capacity at any point during the school year. PTO will provide appetizers.
- 7. Pre-packaged school supplies for next year** – Sonya reminded everyone that we will be offering pre-packaged school supplies for the 2017/2018 school year in cooperation with Educational Products, Inc. Families can purchase and pay for the supplies online and they will be delivered to the school and placed on the students' desks prior to the first day of school. This is an option that is available to families, but those who choose to do so can still purchase the supplies from their preferred stores. This is a fundraiser and a portion of the proceeds will go back to our school. Several families have already placed their orders for next school year.

**V. Wellness Committee** – Sonya Land announced the following updates provided to her from Mrs. Rajchart:

There were 10 Student Wellness Leaders who met once a month to strategize ways to make our school and classmates healthier. In addition, there are 5 Staff Wellness Committee Members (Ms. Rajchart, Ms. Conway, Ms. Bont, Mr. Augustin, and Ms. Reynolds) who met 4 times this year and helped to coordinate various activities throughout the year. Activities included Walk/Bike to School Day in the fall and the spring, healthy snack week, and the spring break exercise challenge. Parkway is hosting the Let's Move in Parkway event on May 7, 2017, which is a really fun event for the kids. For staff members, there were promotional newsletters and

emails about Parkway discounts and programs and 6-7 staff members participated in personal training twice a week.

#### **VI. Teacher Report**

Mrs. Fitter expressed appreciation to all the volunteers who provided treats for birthdays and food on conference nights. She thanked everyone in advance for teacher appreciation week and discussed how much teachers cherish their booklets that contain notes from the students.

#### **VII. Principal Report** – Dr. Luttrell provided information on the following:

- A. New Counselor** – As mentioned in a previous update, Kim Ballman is retiring as our school counselor at the end of the school year. Tiffany McBride will be the school counselor beginning next fall. Ms. McBride is currently at Parkway Central Middle School.
- B. Thank You** – Dr. Luttrell expressed appreciation for all the volunteers who help to support our school and community.
- C. New Principal** – Dr. Luttrell announced that Dr. Greg Cicotte will be the new principal at SVE next year. He officially begins his position on July 1, 2017. He will be introduced to the staff tomorrow and he will also be invited to attend the Friends and Family Breakfast.
- D. Dr. Luttrell's Retirement** - Dr. Luttrell reflected on her 31 years in education and thanked the PTO for all of their support over her 6 years at SVE.

#### **VIII. New Business** – There was no new business.

**IX. Adjournment** – Sonya Land thanked everyone for their attendance and adjourned the meeting at 7:38pm. Our next PTO meeting is scheduled for September 12, 2017 at 7:00 p.m. after the Room Parent meetings that are scheduled at 6:15pm that same evening.