



COE PTO

2014 COE PTO Officer Planning Meeting July 28, 2014

Financial Status:

\$\$\$ in the bank: approx. \$6000

Includes \$900 in funds from field day that are earmarked for recess/PE equipment

Budget:

1. Brain Pop \$2,100 (almost)-this would be a renewal for 24 hour access. [APPROVED TO VOTE ON AT NEXT MEETING](#)
2. Annually give Carol \$500 – usually used on teacher appreciation type things – Christmas party, small treat gifts, etc. This is usually requested at the beginning of the school year.
3. Annually give \$800 for Awards Day
4. Other – insurance-\$200-300ish, state certification \$22,
5. Administrative professionals day [include them in Teacher Appreciation Week](#)
6. 8th grade give back days – This past year FABULOUS!!!! Quite haphazard on the planning on my part, but the teachers pulled it off and made it fabulous. STRONGLY recommend we fund and include bottled water for the day, a thank you to students (ice cream sundaes & floats) and teachers (maybe a boxed lunch?)
7. Writers Night – Library hosted – in years past, each 3rd grade student had to write a story as part of meeting state standards. At least one book from each grade level was chosen for recognition and students were encouraged to come at the evening session to hear the writer speak (students heard during the day) and receive their awards. Not huge attendance, but food/snacks made it possible for working parents to attend.
8. Mulch – in the past mulch is expected to be funded out of general funds given to the school or by PTO. We've been able to stretch to about 18 months. Given the timeframe on the last load, maybe this could be done during the summer to start off the 2015-16 school year. Slight chance that it might be included in the construction or at least some, but not holding my breath. Would rather plan for it now than trying to figure it out over the summer

Fundraisers:

[Suggestion: pay a \\$1 to wear a sweat or hat etc.](#)

[Once a year send letter to parents to straight up give money](#)

1. Fundraising Concept – My personal thoughts are – value added/high value sale of items someone is already going to purchase –school clothes (t-shirts); smart cards (save money); ferns, etc. Open to suggestions – need to consider other requests parents are constantly getting from sports and other places. Gift Cards for high seller is a HUGE hit with Ferns (and easy prize program!)
2. T-shirt – Dress code no longer requires collars and school spirit wear. Our plan...
 - a. Pre-sale only with limited extra for mix up/late order
 - b. Fall 2014- Baseball t-shirt with white center and blue sleeves – simple design
 - c. Fall/winter sale? - Additional long sleeve? Design contest? Hoodies and sweatshirts have been a little to no profit at \$20-\$25 selling price; requested item, but not profitable [Lorrie got quote from Big Frog \\$13.43 each Lora will get quote from Stitch works. Lorrie will create order form and update the website.](#)
 - d. Field day? [Think about closer to time](#)
3. Smart Cards – We keep \$12 of each card. Cards now cost \$20, have an additional page of coupons, and an app to save the yearlong coupons to phone and be in alphabetical order. [approved](#)
4. Do we want to do a Fall Mum Sale? - sold about 400 last year. For \$10 each. Profit - \$2246
 - a. 9" Pot – Cost - \$4.25; Sell \$8-10; Profit (3.75-5.75); Plant size 20" diameter
 - b. E's recommendation is no due to timing of other fundraisers – would require someone else to be the lead [Decided not to sell mums this year. Political Rally had a profit to replace](#)

5. Fall Festival/Craft Fair/ [Due To construction and gym not being available decided not to do this year](#)
 - i. Due to parking it would have to be at the high school.
 - ii. Negative impacts –
 - a. Not close to home
 - b. Main goal was to give teachers a chance to earn additional classroom funds. Teachers set up and run their booths. Often they use their planning session and lunch to set up/prep. Off site would require additional “donation” of time.
 - iii. Food – Last year food was strictly done by boosters as a way for boosters to earn money. Food is a “guaranteed” money maker- recommend either PTO does food or allow teachers – however, we don’t want JUST food.
 - iv. Promo last year to increase attendance: In the weeks before, each teacher was given a set number of “free token” certificates that students can earn (grades, behavior, attitude) so that 1) students who might not be able to afford coming could earn a free token and 2) entice people to come. Cost to PTO – a quarter per certificate turned in. – Up to \$150 or \$200 of cost depending on how many are given to specials and support teachers (speech, ESL, etc.)
6. Have a talent show going on throughout the day ??
7. Dance Pictures – Do we want to do? [Yes – Jessie with help](#)
8. Fern Sale- March – April - Annual, Good/Great quality – STRONGLY recommend it be done [approved](#)
9. Field Day T-shirts – May – Confirming with Carol that we could do. Last year all funds were designated to be for Recess or PE equipment – should we do that this year? Maybe funds go to buy picnic tables for concrete area between new middle and K/1st wing [Boy Scouts will help out with this](#)
10. T-shirts: Some have suggested that we get “grade level” t-shirts- have the student’s sign a piece of paper and all the signatures are then printed on all the shirts. Like K – many other schools have students wear “their” t-shirt on field trips – it does make it really nice to have students in consistent looks as a chaperone. Negative – as students come and go through the year, the shirts are out of date. And additional shirts are needed.
11. Fall/Long Sleeve t-shirt – combined with design contest through Kerry Veruink? [possibly in Spring](#)

Parent communications

1. PTO meeting signs – who can put out. [Lorrie will put out](#)
[Next meeting Aug 19th Tuesday 5:30](#)
2. Website updated
 - a. Need welcome [Done](#)
 - b. Need regular meeting info [Done](#)
3. Printed Communications go home on Wednesdays.
4. drawing for t shirt if you sign up to receive PTO newsletters make list and sign

Activities

1. **Regular meeting schedule – 3rd Tuesday at 5:30 – Currently no “odd meetings” (regular meeting days where school is closed**
2. Ground Breaking & Open House, Thursday, July 31, 4:00-6:00
 - a. PTO will have a table to welcome parents
3. Kindergarten Parent Involvement/Welcome –
 - a. Having a PTO crew to welcome K parents on the 4 phase in days would be good
 - b. Last year, we did tissues or party horns for each family. Not huge expense, but it was an ice breaker while waiting.
 - c. Boohoo breakfast – PTO has been asked to host. Costs include bottled water, juice, and donuts or muffins. –a nice thing for parents while listening to K teachers give info, entertain younger siblings, etc.
 - d. Box top baggies, Hug me my child started K today; invite to join the PTO Facebook group, bookmark the website, and attend 1st meeting/regular meeting schedule [get grab box toys](#)

4. Plan for “Student of the Month” signs – info for teachers. Info letter to parents that goes home with the sign, return date, rotation for specials teachers. Should we number so if one disappears we can know which class it was assigned to?
5. Dad’s Work Days – Projects around school?
 - v. Grandparents Day – “official Day” is September 7 - September 6th
 - vi. Do we want to do a “grandparent’s day”? [YES](#)
 - vii. Last year –
 1. PTO provided Pizza, paper goods, bottled water and lemonade
 2. parents provided desserts,
 3. Tours of the building last year were a huge hit – recommended that tours be first, allow pizza to arrive and get set out without it being cold from travel. This also allows teachers who are graciously coming to let grandparents see classrooms a limited window of being there. MUST have a team.
6. Pictures? – Give away or sell? [Jessie to take pictures RSVP one free 4x6](#)
7. Carnations – Valentine’s Day – Not really a fundraiser – change the selling to cut off the day before and day of being only if available –no more running around like crazy [yes change price to \\$1.50](#)

Teacher Involvement/thank you/dates

- a. Our connection to parents is limited to our Facebook page, email addresses we get, and what teachers send home. Without teachers, our fundraisers would flop. It is important that we do our best to fund teacher requests and provide them with needed information to be able to support & encourage our fundraisers
- b. Souper Luncheon – Last couple of years this was done in November on a ½ student, ½ in-service day. No dates like that are planned for this year. There is a Professional development date for the November election on Tuesday, Nov. 4. However NO students will come. Not sure what the schedule will be. The past couple of years, some teachers had meetings at other schools and didn’t get to enjoy the lunch. Do on a Friday in November
 - c. Teacher PTO folders – [No need any more due to FB page and website](#)
 - d. tea rific bottle of waters [Lorrie will do soon](#)
 - e. Welcome back treat for teachers – last year did a pack of pencils – Publix let us buy 80 of their 8/10 ct pencils that were on sale for 33 cents each – do something similar? [YES](#)
 - f. Teacher Appreciation Week –Lunch each day is a HUGE hit. Drawings are nice too but a lot of work unless we have people willing to hit the pavement. The “treat a day” is done as well.

Strongly recommend that meals be planned for EACH of the 5 days. Teachers look forward to it all year. Catered lunches are a HUGE cost and a HUGE headache to coordinate (what teacher wants what item, having them at school at the right time, and what family paid for whose and getting all the non-classroom teachers covered. Would be nice to have some meals sponsored by businesses.
8. Change of officers. Jerilyn Boles is to be removed from the checking acct, website, fb administrators, and anything regarding PTO officers. We will need to add Keisha as VP. Jerilyn will hopefully return the checkbook this week. New officers need to go to WB&T and sign a new card. Elisabeth will coordinate this. Lora Lorrie and Elisabeth will meet and go thru the checkbook and any records and organize accordingly. New spreadsheets will be created to keep up with exact amounts from each fundraiser not just from deposits

Info to give to Carol...And for Website (phone and email only)

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