



## **SOCIAL CIRCLE ELEMENTARY SCHOOL PTO**



### **PTO Meeting Minutes - September 20, 2017**

**Present:** Nicole Fleming, Tiffany Padilla, Tiffany Dean, Ryan Wallace, Wendy Jacques, Jennifer Scott, Mikiesha Castro, Kelli Waldrop, Darlene Alley, Sallie Robinson, Beth Pridgen, Lori O'Kelley, Sabrina Sanford-Flint, Maria Hargrove, Jennifer Forster

**Apologies:** Lori Colville, Veronica George, Cordell Fleming and Cassie Laffan

**Documents Provided:** Meeting Agenda, Robert's Rules of Order Tip Sheet, Annual Calendar

### **Welcome/Introductions**

Meeting began at 3:15pm with a welcome by Nicole Fleming. Introductions went around the table of all in attendance. There was a short review of the Robert's Rule Quick Tips sheet provided. There was discussion about holding PTO meetings in the evening to accommodate parents who work. Nicole Fleming expressed willingness to hold it at both times if the group was in agreement, but no final decision was made. It was also highlighted that the PTO website (once completed) would be a good resource for those who wanted to connect with the PTO regardless of whether they could make it to a meeting or not. The website would house agendas, meeting minutes, current activities, donations sought after and volunteer opportunities.

### **PTO Group Norms**

Nicole Fleming communicated the PTO group norms to include: typical meeting Times - 3:15pm-4:15pm. Meetings - 3rd Wednesday of the month with the exception of December, which will be held earlier and utilized mainly to support the Holiday House Fundraiser. It was communicated that note taking could be rotated amongst team members unless someone was willing to volunteer to serve in that capacity. It was also noted that a PTO laptop could be provided for taking notes at the meetings for any volunteer and that meeting notes would be posted in the shared PTO Google drive, on the new PTO website and kept on file in the PTO office. Nicole Fleming welcomed Room Parents and other subcommittee groups to meet before or after PTO meetings to assure cohesive room support and committee planning.

### **Treasurer's Report**

Tiffany Dean gave the Treasurer's report and noted that there is currently \$1,241 in the SCES PTO bank account. Tiffany noted that the funds were down from what is typical because of a recent spirit wear expenditure of \$3,173. Once the t-shirts and new cinch sacks are sold, the bank balance will raise to higher levels in preparation for Holiday House. Nicole Fleming also noted that this year there was an increase in PTO membership donations. There was also an increase in t-shirt sales due to the PTO's ability to accept credit cards. It was also suggested and agreed that we let parents know how PTO has utilized funds and keep them abreast on our support efforts and progress.

### **Principal's Report**

Principal Beth Pridgen expressed appreciation for the PTO initiatives to include: the new coffee bar in the teacher/staff lounge, new decorative touches to the teacher/staff lounge, the purchase of new equipment for the recycling program, sponsoring the Paint & Popcorn during Back-to-School night, partnering with parent engagement initiatives, providing support for Grandparents Day, creating a new organization plan for the PL room cabinets/space and general help across the campus. The Math Masters support to Mrs. Robinson's class was also mentioned.

Beth Pridgen also discussed the new positive behavior initiative that assigned team colors to all students, teachers and staff. It was explained that a pep rally to celebrate positive behavior and activities would be held on the last Friday of each month where everyone would wear the respective team shirts. Nicole Fleming mentioned that Room Parents could support the teachers and students by decorating doors and other things to further support the team color/positive behavior initiative. Mrs. Pridgen also discussed the use of the Class Dojo positive behavior system by SCES. The use of "brag tags" to identify the students



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of the month will be in use this school year. There is an incentive for each team and at the end of the year the highest earners will be awarded with a big (unnamed) surprise.

### **Committee Reports & Current Activities**

The PTO has a goal to increase communications and inform parents and teachers about PTO efforts and accomplishments. Nicole Fleming discussed the current PTO activities to include the following:

- Spirit Wear Sales- where new long sleeve shirts and new cinch sacks went on sale this week. It was noted that order forms went home in Wednesday folders and that spirit wear would be sold at the upcoming friendship festival. Tiffany Dean mentioned that any help during the week in the PTO office to help fill t-shirt orders would be greatly appreciated.
- Bookstore, which is scheduled to open next Thursday. The new Dojo system
- Ice Cream Sales, which is in need of daily help to support this school fundraiser. Nicole Fleming noted that a signup genius went out to all of the parents who completed PTO membership forms, Room Parents and current PTO members.
- Teacher/Staff Birthdays, which is celebrated on the last Friday of each by the PTO providing cake/treats for all staff/teachers in the lounge. The PTO also creates and hangs a birthday sign for the door of each teacher during the week of their birthday.
- Coffee Bar, which is sponsored by the PTO to include supplying coffee pods, creamer, snacks and paper products. It was also noted that donations were being sought after to reduce the actual cost expended by the PTO.
- Recycling Program, which is underway and managed by Jennifer Forster with assistance from Nicole Fleming. Jennifer Forster discussed the success of the kids and the overall recycling effort noting the process of each student applying for a job on the recycling team, being selected and going through a team orientation.
- Media Center, which is being decorated with help from the PTO in a “fishing” theme to promote the “Get Hooked On A Book” campaign.

### **Upcoming Activities**

Nicole Fleming discussed the following upcoming activities:

- Family Resource Night (hosted by Communities in Schools/CIS) to be held 9/21/17 in the SCES gym, where volunteers are needed to set up and help raise the awareness of the PTO.
- PTO Conference on 9/26/17, where Nicole Fleming and Ryan Wallace have registered to attend. Nicole Fleming welcomed anyone who wanted to join them to attend the conference.
- Friendship Festival on 10/7/17, where volunteers are needed to set up, help sell spirit wear and pack up after the event. Tiffany Dean noted that volunteers could come any time for any period of time between 9am and 2pm.
- Math Tricks-for-Treats & Spooky Science on 10/19/17 to be held in both the cafeteria and gym, where the PTO will provide pizza, soda and cookies for all participants. Volunteers are needed to help with the event.
- Holiday House Fundraiser on 12/8-12/15, where Tiffany Dean discussed the plan to purchase items to resell to students and staff. The Holiday House will take place in the Science Lab as it did in prior years. Tiffany Dean noted the great success of this fundraiser and solicited volunteers. Viewing will be held on 12/8. It was suggested that PTO establish a Dollar Tree account, start purchasing white bags early and ask for holiday wrapping/bows donations.
- Spring Festival, where a date has not been determined is in need of a committee. Ryan Wallace who was played a vital planning role for last years event discussed the types of games and activities held and noted the goal to do more and provide larger activities like a “rock wall.” It was noted that this was a huge fundraiser for the PTO and made it possible to support the school in many new ways to include being able to fully cover (an upgraded) Teacher’s Appreciation week.

### **Existing Fundraising Reports**

Tiffini Padilla *discussed* the Boxtops program noting that last year the program raised over \$500 and that the PTO has a goal to raise \$1,000 this year. Tiffini Padilla solicited volunteers to help sort and count 3



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large bags of boxtops for an upcoming submission. She also discussed the process of collecting the boxtops for each class and tallying them monthly with a goal to award the class with the highest amounts a special treat or event each month. Tiffany also noted that at the end of the year the class with the most donations would receive a classroom party.

### **New Fundraising Ideas/Needs**

Nicole Fleming raised the questions asking if SCES participated in Amazon Smile, and Kroger fundraisers. Beth Pridgen confirmed that SCES did not participate. Interest in the PTO getting SCES started into the Amazon Smile program was noted throughout the group. Jennifer Forster moved that we enroll in the program and Sabrina Flint seconded the motions. There was no opposition and the motion was passed. Nicole Fleming explained how the recycling program impacts our school and students. The recycling collected is weighed each week and all schools in Walton county compete weekly. It was also noted that the 4th grade Discovery students formally applied for jobs online to be a part of the recycling team, received a formal orientation and performed a “groupthink” meeting on how to improve the program. The PTO supported each idea and provided over \$400 to purchase the tools needed to implement those new ideas. It was noted that the recycling team cut their collection time by nearly 50% during the first 2-weeks of operations.

It was also identified that SCES still participated in recycling ink cartridges and it would now be a part of the overall recycling program. Beth Pridgen also confirmed that SCES still participated in the Target fundraising program because we still get a check from time-to-time. It was suggested that a new SCES fundraising opportunity sheet be created and shared with parents, teachers and staff. Mrs. Casto raised the question regarding whether or not SCES would/could participate in the marker recycling program. There was discussion and it was agreed that we should incorporate the marker recycling program into our current structure. Mrs. Casto moved that we officially incorporate the marker recycling program into our overall recycling efforts and it was seconded by Kelli Waldrop. There was no opposition and the motion was passed.

**Books** for the bookstore was identified as an “Immediate Need” It was suggested that the PTO contact the Rotary Club, Social Circle Library about the October book sale and Scholastic Books about the book club program.

Nicole Fleming discussed the PTO's ability as a newly formed 501(c)3 organization to apply for grants and the need for volunteers to serve on the Grant /Sponsorship Team. It was noted that this could be done from home at any time. Nicole Fleming noted that the PTO was open to any and all suggestions & ideas for fundraising, providing support and any effort to best support SCES.

### **Teacher Proposal Requests**

There were no Teacher Proposal Requests to approve, but Mrs. Castro spoke of her intended use of the PTO classroom/school mini-grants to support and underwrite her new classroom project.

Nicole Fleming suggested that new members *join* the PTO email list, join the PTO on Facebook under Social Circle Elementary School and visit our PTO web page on the SCES website at [www.SocialCircleSchoolsPTO.org](http://www.SocialCircleSchoolsPTO.org) once it is completed.

Meeting Adjourned at 4:22

**Meetings for the rest of the 2017-2018 school year:** October 18th, November 15th, December 6th\*, January 17th, February 21st, March 21st, April 18th and May 16th