

RS Payne Elementary PTO Meeting Minutes
January 5, 2017

A meeting of the RS Payne Elementary PTO was held on January 5, 2017. In attendance were the following people: Cindy Tolle, Sheri Quinones, Liz Dop, Heather Somers, Neal Davidson, Adrienne Scruggs, Alys Miller, and faculty members, Lori Smith and Ms. Wood.

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 December 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: None, as Mr. Blakely was unable to attend the meeting.

COMMITTEE REPORTS:

TREASURER'S REPORT: As Treasurer Pabis was unable to attend the meeting, President Quinones distributed, and briefly reviewed, a summary report of income intakes and expenses to date.

On November 14, Treasurer Pabis applied for non-profit corporation status with the state of Virginia and paid \$76.95 for application/processing fees. On November 21, Treasurer Pabis received notice via e-mail that as of November 16, 2016, the RS Payne PTO is considered an incorporated organization. On November 26, our application for recognition as a 501(c)3 status organization was filed and a fee of \$275.00 was paid. In Mid-December, Pabis received notice from the Dept. of Treasury that this status has been obtained, thus the RSP PTO is "officially" a public charity. In January, Pabis will work on paperwork for the last state application for tax-deferred status and will file a tax return for the 2015/16 year. This last form, once processed, will allow RSP PTO to solicit donations and purchase items without incurring state sales taxes.

The PTO will also need to re-write our by-laws to address IRS requirements related to our new status as an organization. Treasurer Pabis will work with President Quinones to accomplish this task and any revisions to the by-laws will be submitted to the Board for further review and approval.

The PTO met its goal for Candy Cane Club House. In fact, we exceeded our fundraising goal by almost \$700. The final profit for the event, post-expenses, is \$1679.44. Next year's event will likely be bumped up to early December to better secure volunteers and donations during an already busy time. As you are purging and organizing your home for the year ahead, please consider making a donation of suitable items for the 2017 event--donations are already being accepted in preparation for the 2017 Candy Cane

Club House and will be stored accordingly. Please see Trish Pabis if you have any further questions.

President Quinones was also happy to report that the STREAM lab loan has been settled in full.

One last note: the December PTO bank statement has been reconciled and balanced. Should you wish to review these statements at any time, please let Treasurer Pabis know. An audit conducted by the Executive Committee is tentatively scheduled for April 2017.

FUNDRAISING: Our next restaurant night is tentatively set for Jan. 17 at Blaze Pizza (Wards Road)--look for more information about this event via the PTO's FB page and Infinite Campus.

Please continue to clip and submit Box Tops to the school for our spring submission, which will be mailed in around the first of March.

If you choose to shop on-line via the School Store fundraiser, a percentage of your purchases benefit our school. If you have questions about how to participate in this "shopping" fundraiser, please let Treasurer Pabis or President Quinones know.

Please remember, if you haven't already, to sign up for the Community Rewards program at kroger.com/community rewards. Once you go on-line to register your Kroger Plus card with this program, look for our school either by name (RS Payne Elementary) or enter our school identification code: 90868. If you have any questions about this process, please follow-up with a member of the PTO Executive Committee.

Also, if you find yourself shopping at Office Max, please mention our school at checkout--doing so will ensure that a portion of your purchase proceeds benefit our school.

TEACHER APPRECIATION: Our next teacher appreciation event is scheduled for March--a March Madness ice cream social. More details are to follow with ways to help and support this popular event.

CARNIVAL: Carnival is set for April 1, 2017 from 11am-3pm. Adrienne Scruggs, Chair, reported that since last meeting, she has been able to recruit several volunteers to assist with the event: Brandon Landes (volunteer coordinator) and Alys Miller (refreshments/concessions).

The College Hill church ladies are once again going to spearhead baking efforts for the bake sale. Chair Scruggs is also hoping to secure the Herpetology Department at Dunbar Middle for the event too--it was a big hit last year. She is also going to be coordinating with the art teacher at our school to host an art contest to solicit fun and creative artwork for event posters. Scruggs also plans to contact Dr. Rachel Gagen to

see if she would be once again willing to host the hospitality room on Carnival Day, providing healthy snacks and beverages for Carnival volunteers.

There are plans for two solicitations to go out for the event--one seeking financial support to cover event expenses and needs/supplies, and donations/goods for the event as well. Please look out for, and consider, these opportunities to be of help.

Volunteer-wise, Chair Scruggs is looking for a volunteer to conduct an inventory of event supplies prior to the event, to make sure we have all of the items needed for the day, and to also insure that items are in good working condition. If anyone has any ideas for new carnival games, please let Chair Scruggs know. Also, Trish Pabis, Silent Auction chair, is looking for a co-chair to assist with plans for this portion of Carnival. If you are interested in volunteering in either of these capacities, please let Chair Scruggs or Trish Pabis know.

ADDITIONAL BUSINESS: There are still some unfilled PTO Board positions for the year. Please let President Quinones know if you, or anyone you may know, has an interest in learning more about, or filling, any of these open positions.

President Quinones wanted to clarify the PTO's position on purchases made with "special projects" funds, since some confusion recently arose regarding this matter among a past faculty member. If physical/tangible items are funded for purchase through the special projects fund, these items, once purchased, become the property of the school, and not that of the teacher who made the purchase, and should remain at, and become the property of, the school should any teacher/faculty member leave their position within the school.

STREAM Lab Update: Cindy Tolle volunteered to follow-up with Mr. Blakely and Ms. Proffitt, STREAM Lab coordinator, to see if there are any financial/fundraising needs for the lab at this point. Mr. Blakely and Ms. Proffitt reported that fundraising for the STREAM Lab is not a pressing matter at the moment, as funds from the Title I grant have adequately covered expense needs up to this point and for the foreseeable future. Ms. Proffitt also applied for, and received, a substantial grant from the Lynchburg City Schools Education Foundation this past fall to implement a program for the lab entitled "Engineering exSTREAM Citizens." Ms. Proffitt did note that if future financial needs for the lab do arise, it will probably be related to the need to find funding to attend professional development/training workshops for herself and other faculty to learn more about innovative activities and curriculums for STREAM labs.

Ms. Tolle also took the time to follow-up with two previous organizations that had expressed an interest in learning more about, and potentially supporting, the STREAM lab--The Future Focus Foundation and the Lynchburg Rotary Club. Both organizations expressed their continued interest in staying abreast of lab activities (Ms. Tolle implored them to "like" the STREAM lab's Facebook page to see continuous updates on day-to-day activities and happenings in the lab). Ms. Proffitt has plans to host an Open House for the lab in the near future--so donors, parents, and those interested in supporting the

lab can see, first-hand, the lab environment, and learn more about the curriculum and how it is implemented within the lab. Both the Future Focus Foundation and Rotary Club contacts were given a heads-up about the potential Open House and they each expressed great interest in attending this event.

Last, please save the date for I Love Math Day to be held on Feb. 17, 2017. This event will need lots of volunteer support to be successful. Further information will be sent out via Ms. Proffitt in January with the various ways you can be of help with this event, especially so with event donations/supplies.

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, February 2, at 6:30 pm, meeting room TBD.**

Respectfully submitted by:
Cindy Tolle, Recording Secretary
RS Payne PTO, 2016-17