

# RS Payne Elementary School PTO Agenda

## October 5, 2017

In attendance: Sheri Quinones (President), Trish Pabis (Treasurer), Sarah Muminovic (Secretary), Kellie Baldwin (Principal), Debbie Lacy (Faculty), Vincent Jones (Guidance), Liz Dop (Assistant Treasurer), Taja Davis (Attendance), Ula Kauppi, Cindy Tolle (CCCH), Ms. Smith (Teacher Rep), Elianna Lobb

Welcome and Introductions

### **Sheri Quinones**

Approval of September PTO minutes

Motion to approve September minutes made by **Trish Pabis**. Motion seconded by **Debbie Lacy**. Motion Carried. Minutes approved. As a 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/Staff Report

New Visitor Policy-**Principal Baldwin** spoke to the letter that came through backpacks recently regarding the school visitor policy. This policy is not new it has not been widely observed by the school population.

Principal Baldwin discovered that visitors, particularly during drop off, were not observing the posted signage on doors directing all visitors to enter through Door 5 only. In some instances, visitors were walking their students into the building through the bus loop doors, walking to the cafeteria, and to class, in some instances, without having checked in as a visitor. This ultimately means that the faculty and staff in the building are lacking knowledge of exactly who is in the building at any given time. Visitors during drop off were entering through multiple entrances in the back and on the side of the school building. Upon making this observation, Principal Baldwin addressed those visitors to reiterate the visitor and school entrance policy. This information is currently in the *Robert S. Payne Elementary Parent-Student Handbook 2017-18* and will be included in next year's handbook as well.

### First Step program

First Step Program involving the Lynchburg Sheriff's office presented by **Taja Davis**. This program is to address the issue of missing SRO officers at the elementary level. When sheriffs that are involved in the First Step Program visit the school, they are typically there around 20 minutes. They either drive around the school premise or come in. When they are in the building, they walk around the building, interact with students, are present a dismissals and drop-offs. The premise for the program is to present the Sheriff's Department and other law enforcement officers in a better light for the kids. There has been one of the officers in particular that have been in quite a bit (Deputy Houston). This program will continue throughout the year.

## Committee Reports

### Treasurer

September's bank statement is reconciled and balanced. Copy of statement available upon request.

### Budget

-Exceeded the Attractions book sales in September.

-Current financial holdings have about \$8,600 in unbudgeted funds. Discussion around how to best utilize these funds. Some ideas for this money were for sound boards in the cafeteria to reduce noise and a new sound system for the stage. Liz Dop suggested possibly using funds towards recess equipment. Discussion occurred around a recess bag for each room or grade level to take out onto the playground that will be housed in the classrooms or on the unit. Tabled for further discussion and research on these subjects. **Sheri Quinones** to poll teachers through a survey to solicit feedback from the teachers on how they think these funds could be put to use.

### 3rd Grade Play

-**Ms. Smith** proposed that the excess monies earned at the GO Center Scavenger Hunt be moved from the Scavenger Hunt to the 3rd Grade Play.

Vote conducted: **Mr. Jones** motioned to approve moving funds in the amount of \$200 from GO Center Scavenger Hunt to 3rd grade play. Voice vote. All yesses. None opposed. Motion carried.

### POP t-shirts

-Pride of Payne Choir coordinated by **Mr. Warren**, currently has 56 students and 5 adults. Members were asked to make a \$4.00 donation to cover the cost of the tshirts. Cost of the tshirts are \$7.15 bringing the total cost to \$436.15. Mr. Warren has collected \$176 to date and has requested PTO funds to cover the remaining balance of \$260.15.

Vote Conducted: **Sarah Muminovic** motioned to pass the usage of PTO funds for the POP tshirts in the amount in \$260.15. All yesses. None opposed. Motion carried.

### Fundraising

-Attractions Guide met sales goal

-Restaurant night- **Sarah Muminovic** will chair this committee for the remainder of the year. **Liz Dop** shared that Chipotle was done in December of 2016 so this business can not be used until January of 2018.

-School Store Fundraiser Envelopes went home at the beginning part of October week 1.

## Spirit Committee-NO REPORT

### Volunteer Coordinator

-Grade Reps-The PTO is still looking for Grade Level Reps to act as a liaison between grades and PTO. These liaisons will be referred to as PTO Parent Partners (PTOPP) as suggested by **Principal Baldwin**. The PTOPPs will meet with the teachers of each grade level during planning time to gather insight into how the PTO can support teachers and what the needs of each grade level might be specifically. Team leaders for each grade will provide the PTOPPs with the standard date and time for each grades' monthly planning meeting. **Trish Pabis** will find out these dates and times and turn over to **Adrienne Scruggs**.

### Box Tops

-The faculty are a bit confused about the process behind collecting Box Tops. They are unclear about when to collect the Box Tops and where to put them once they are collected. This feedback will be shared with the Box Tops chair, **Ashley Khurana**.

### Kroger Community Rewards

Go to [Kroger.com/community rewards](https://www.kroger.com/community-rewards) and use code 90868 to find RS Payne Elementary School. Please enroll if you have not already.

### Scrap metal hauling

-**Debbie Lacy** shared that scrap metal is still in the building. The priority for removal of these items is to remove the metal on the stage first so that the stage is available for full use. **Ms. Lacy** has contacted CE Recycling on Florida Ave. LCS Maintenance is giving special permission for RS Payne to remove the metal from the grounds to earn money. They have agreed to buy the 3 refrigerators and any scrap metal. **Mrs. Anderson** has a truck, but would need help to lift the items. **Mr. Jones** has a truck that he is willing to loan to the PTO during intersession to begin removal of the items on the stage but is unfortunately out of town during that time. Discussion around recruiting local college volunteers to assist with the removal. **Sarah Muminovic** will look into an open top container for removal. **Sarah Muminovic** will also contact LU to find out the process to open the removal as a volunteer role for volunteer hour credit. **Liz Dop** recommends maybe coordinating the metal move with an upcoming event.

### New Business

-**Taja Davis** offered to lead the efforts for a fall themed Trunk or Treat. She has seen this done at TC Miller and offers that it is beneficial to have the students interact with their teachers in a different environment than just the classroom. Discussion occurred around the various components of an event of this nature such as whether the

candy is permissible in accordance with the LCS healthy foods policy. Also, whether having costumes would be permissible on school grounds. **Principal Baldwin** will explore these possible challenges. **Principal Baldwin** will also clarify if it being a PTO sponsored event or a Saturday event falls under the same restrictions according to LCS. Event could be Fall Fest or Fall themed rather than oriented in the same scope as Halloween Trunk or Treating.

**Mrs. Stratton** and **Mrs. Reed** would partner with surrounding churches to have space.

**Our next meeting is November 2nd at 6:30pm**  
**Join our Facebook page at RS Payne PTO**

## Addendum #1



LYNCHBURG SHERIFF'S OFFICE  
907 CLAY STREET  
P.O. BOX 217  
LYNCHBURG, VA 24505

(434) 847-1301  
FOR EMERGENCIES, CALL 9-1-1



An Initiative of the  
Lynchburg Sheriff's Office

July 1, 2017

Dear parent or legal guardian,

I am Don Sloan, Sheriff of the City of Lynchburg. We are excited and pleased to announce an initiative of the Lynchburg Sheriff's Office called *FIRST STEP*. Several weeks ago, we initiated a pilot program in conjunction with Lynchburg City Schools and Partners in Education. During each school day, a deputy from the Lynchburg Sheriff's Office will visit your child's elementary school in order to offer an added layer of security, and to foster new and positive relationships between our youth and local law enforcement.

This pilot program involved five of the twelve elementary schools in Lynchburg for the last few weeks of the school year. I am pleased to report an overwhelmingly positive response we have received from the school administration, faculty, staff, and especially your children. We will be moving forward to implement *FIRST STEP* in all city elementary schools in the fall of 2017.

We look forward to serving you, the citizens of Lynchburg, and engaging our elementary school children with positive interactions, encouraging them in all they do. Should you have any questions or comments about *FIRST STEP*, please do not hesitate to contact our office at (434) 847-1301.

Sincerely,

A handwritten signature in black ink that reads "Sheriff Donald T. Sloan".

Sheriff Donald T. Sloan  
Lynchburg Sheriff's Office



AN INITIATIVE OF THE  
LYNCHBURG SHERIFF'S OFFICE  
THE FIRST STEP IN REACHING OUR YOUTH

## Addendum #2



---

**ROBERT S. PAYNE ELEMENTARY SCHOOL**

1201 Floyd Street  
Lynchburg, VA 24501  
(434) 515-5270 • Fax: (434) 522-3791  
[www.lcsedu.net/schools/rsp](http://www.lcsedu.net/schools/rsp)

September 28, 2017

Dear Parents/Guardians,

This letter is written to request your support and assistance with a very important matter that is impacting student learning.

Each day, the teachers maintain a very delicate balance between their educational responsibilities and the many additional requirements that are placed upon them. Among these include the primary focus of educating students, but it also includes internal meetings, morning and afternoon duties, providing coverage for absences of certain staff members, committee assignments, conferences, and communicating with parents.

During the instructional day, I have noticed more and more interruptions which are occurring for our teachers as visitors enter the classroom unannounced and expect to meet with them immediately about school matters. As a result, instruction is interrupted as the teacher is required to stop their lesson to respond to parents. The result is a loss of valuable teaching time. In some instances, we are even noticing student behaviors escalate because the teacher's attention is redirected to address the visitor's concerns.

As a school, we do everything possible to try and limit interruptions from occurring for the classroom teacher and our students. I am asking for your cooperation and adherence to the following items.

1. The hours for all staff members are 8:15 a.m. - 3:45 p.m. Staff members are no longer available at 8:15 a.m. as all students are eating in the classroom with their teachers as a part of our emphasis on community building.
2. If wishing to visit a classroom for observation or to conference with the teacher, please call the teacher in advance to coordinate an appropriate time.
3. If wishing to walk your student to the classroom, then you must check in with the attendance clerk or the office and enter through door 5.
4. As requested above, I ask that you not come into the classroom to interrupt the learning environment your child's teacher has established with all students.

I thank you in advance for your support and assistance with this matter. Please contact me at school (515-5270) if I can answer any questions or be of assistance to you.

Sincerely,

Kellie Baldwin