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**Long Creek Elementary School  
PTO Business Meeting  
Thursday, October 5, 2017  
6:00 – 7:15 pm**

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**Meeting Minutes**

**Meeting called to order at 6:07pm**

**Discussion Items**

**PRINCIPAL UPDATES**

- Ms. Alexander attended a principal meeting on yesterday in which information was shared about the school bond. The bond request is to build new schools that are in old buildings. Schools will be prioritized by year built and the condition of the facility. Long Creek has benefited from bonds. Ruby Houston is one of the liaisons from the district who will be looking to speak with parents from different schools who have benefited from the bond so that they can share the importance of bond and the positive impacts a new facility has on students.
- Teachers would like to be added to the weekly PTO Newsletter. Ms. Alexander will provide teachers' email addresses to the PTO.

**PRESIDENT UPDATES**

- Emily has two parents interested in Box Tops Coordinator position. She called them and left messages, and will email them. Box Tops were collected at the beginning of the school year and Emily has submitted them. Long Creek received \$115.00 from that submission. Emily has created a Box Tops collection sheet w/envelope for teachers to collect Box Tops from students. She presented a copy and it was agreed upon that the PTO will provide copies to the teachers.
- Emily suggested the idea of decorating the door of the PTO storage closet, and that anyone can decorate if they have time to do so.

### **VP OF FINANCE UPDATES**

- **Sonia reported \$4195 Fun Run income thus far. \$3000 raised selling old and new spirit wear inventory. A lot of inventory has been sold through E-Storefront in a couple of months. For more detailed financial information, see Financial Health form dated 10/5/17.**

### **VP OF OPERATIONS AND ROOM PARENT COORDINATOR UPDATES**

- **Spirit Wear order placed and will arrive within 14 working days. 53 Mustang Strong shirts ordered and 28 Seneca shirts ordered.**
- **The uniform closet is fully stocked. There is one box of uniforms left. Gena is currently storing at her house. A decision needs to be made on where to store uniforms to prepare for when donations start coming back in. Also, a decision needs to be made on whether or not to have another uniform sale.**
- **Gena spent approximately 4.5 hours at the beginning of the school year organizing the uniform closet by size and folding each item. She asked that teachers please keep uniform closet neat and organized. Ms. Alexander will pass along the message.**
- **Room Parents are still needed for a few more teachers. A Room Parent informational meeting is scheduled for Oct. 23<sup>rd</sup> at 6:00pm in the Media Center. Lindsey will email everyone who have agreed to be a Room Parent to inform of meeting date.**

### **VP OF ENGAGEMENT UPDATES**

- **Yolanda met with Mr. Kerns on yesterday to review the run course. Students in the higher grades will use the wider track and lower grades will use smaller area for an activity.**
- **Men of Long Creek will provide set up for the Fun Run.**
- **Yolanda has asked teachers to create a team name for their class so they can be announced as they come onto the field.**

- **Each grade will wear a specific shirt color – a flyer went home today indicating each grade color but there was not a color for PreK. Yolanda suggested the color blue for PreK. No one objected. This information will be provided to PreK families. Students are allowed to wear any color bottoms.**
- **The Fun Run will start at 8:30. There will be a deejay, balloon artist, RAF with RespectAbility, Manny the Mustang, and the Chick-Fil-A cow.**
- **On Oct. 10<sup>th</sup> from 8pm – 9pm, there will be conference call line for volunteers of the Fun Run to call in with any questions. Yolanda will email the call in number and pass code.**
- **Volunteer Coordination is coming along fairly well. Approximately 120 sheets were turned in from Open House. Cynthia Walker and Chantal Morrow are building a spreadsheet of a list of name of volunteers who want to mentor, read, or tutor students.**
- **Fundraising – decided on Chick-Fil-A calendar. Need to discuss logistics. Fundraising committee will follow up.**

#### **EC LIAISON UPDATES**

- **Linda reported that the Autism Speaks Walk is Oct. 28<sup>th</sup>. Long Creek has a team for the Walk. The information has been shared on the PTO Facebook page, Newsletter, and PTO website which gives the link to donate and/or register for the Walk. Autism puzzle pieces have been made – make a donation and get a puzzle piece to place on wall in hallway.**
- **The first monthly Parent Resource Night is tentatively scheduled to coincide with the next PTO meeting. Linda has created a survey for parents to complete to see what information they might be interested in hearing about from an ABA Therapist. Linda would like a guest speaker at every PTO meeting. It would be at the discretion of the parents to choose a therapist. Ms. Alexander proposed having teachers provide the surveys to parents at the upcoming Parent Teacher**

**Conferences. Parents will have the opportunity to complete the surveys and leave them with teachers. Ms. Alexander will review the survey and follow up with Linda.**

#### **STAFF APPRECIATION**

- **Alma reported on the upcoming Staff Appreciation Day on Oct. 18<sup>th</sup>. Parents are asked to donate trail mix items and drop off at the front office by Oct. 17<sup>th</sup>. A list of Trail Mix Bar items sent home with students today in Thursday Communicator.**
- **Alma also reported on the Reading 1<sup>st</sup> Program for PreK through 2<sup>nd</sup> grade students. Each grade PreK through 2<sup>nd</sup> will receive 10 books. A parent, grandparent, or the teacher can read one book per week for 10 weeks and all books can be donated to the classroom library. Alma suggested that maybe the Room Parents could volunteer to read to the class. She will be attending a Reading 1<sup>st</sup> training on Nov. 30<sup>th</sup>.**

#### **MISCELLANEOUS**

- **Book Character Day on Oct. 27<sup>th</sup>**
- **Teacher Appreciation Breakfast on Nov. 3<sup>rd</sup>**
- **No school on Nov. 10<sup>th</sup>**
- **SLT meeting on Nov. 14<sup>th</sup>**
- **Holiday Lunch Nov. 15<sup>th</sup>**
- **Vendor Fair Nov. 18<sup>th</sup>**
- **Book Fair in December**

**Meeting adjourned 7:20pm**