



**Long Creek Elementary School
PTO Business Meeting
Thursday, August 10, 2017
6:00pm**

Meeting Minutes

Meeting called to order at 6:05pm

Introduction made by all attendees

Kimberly Alexander (Principal), Emily Riera (President), Yolanda Gilliam (VP of Engagements), Sonia Timmons (VP of Finance), Jessica Burton (VP of Communication/Secretary), Marvinia Gatlin (Teacher Appreciation), Shae Gist (Fundraising), Lindsay Tatum (Room Parent Coordinator), Alma Henderson (Teacher Appreciation), Annetria Lattimore (Book Fair), Keisha Stuckey (Digital Communication), Gena Berryman (Uniform Closet), Sherry Walker (parent/SLT), Crystal Phillips (teacher), Danielle Ladson (parent), Derrick Fells (parent), Christina Fells (parent), and James Lightle (parent)

Discussion Items

PRINCIPAL UPDATES

- **Teachers came in today to stuff envelopes for student assignments. Envelopes will be mailed from CMS office on tomorrow.**
- **LC is at full staff except for one teacher vacancy (third grade). Interviews scheduled for tomorrow.**
- **Principal will provide weekly updates to families via phone a call on Mondays at 7:15pm.**
- **CMS has a Translation Department. Information needs to be submitted in a timely manner.**

PRESIDENT UPDATES

- **A representative of a fitness center in Huntersville has asked the President if LC would like to be a recipient of their school supplies drive. The drive will start next week for the next two weeks, and donations will be split between LC and Blythe Elementary. The President will be the liaison and gather/deliver the supplies to school.**

- **PTO open positions – VP of Operations – oversee Room Parents which is being revamped, School Spirit, Staff Appreciation, and the Uniform Closet. According to by-laws, the President will oversee volunteers under the VP of Operations until position is filled.**
- **By-laws for suggested amendments – 1) recommending PTO Business Meeting to be held on the first Thursday of each month or during the first full week of each month without a specified time. 2) Create a new section under Standing Rules about the partnership with Men of Long Creek. The Board will vote on both amendments at September’s meeting.**

VP OF ENGAGEMENTS UPDATES

- **Boo-Hoo Breakfast for Kindergarten parents on September 1st at 8:00am in Media Center.**
- **Linda Arrietta has offered to be the EC liaison. She’s currently on the CMS EC Parent Advisory Council.**
- **Discussed having communication sent home in both English and Spanish. CMS has a department for translating information, per Principal. Will need to plan ahead and submit timely.**

Fundraising

- **A meeting is scheduled with marketing/sales director at Northlake Chic-Fil-A on tomorrow to discuss fundraising ideas.**
- **Harris Teeter VIC Card – parents need to link their VIC cards (school code 2402). Information will be provided at Open House.**
- **Business donations – there is a list of matching gift companies on the PTO website**
- **Fall Book Fair theme is Wild Wild West– three day preview November 29 – December 1. Book Fair starts December 4 – 8. The President suggested creating a marketing committee for designing and decorating.**
- **Spring Book Fair – TBA**
- **Spring Art Show – TBA**

FINANCIAL UPDATES

- **Current balance is \$5,225.00. See Financials document for more details.**
- **Introduced the new PTO Request for Funds form, which is on the PTO website. The request form is to be completed for any items that have not been budgeted for the year that the Principal or a teacher might need. Requests should be completed 60 days in advance.**
- **Spirit Rock – reservation and payment confirmation will be sent when purchase is made.**
- **A card reader will be available for families using debit/credit cards when purchasing items from the PTO onsite for a minimum of \$5.00 transaction.**
- **RespectAbility – an anti-bullying program. There is not a set fee. Any amount of donation will be accepted. No funds have been earmarked for this program. The Principal provided information about the program, and stated that she would reach out to other schools that have participated in the program to get a baseline for what LC can donate.**

VP OF COMMUNICATION AND DIGITAL COORDINATOR UPDATES

- **LC PTO is now on Instagram.**
- **Events and reminders will be posted on the PTO website, Facebook, Instagram, and in the monthly newsletter via email.**
- **The Remind App is available.**

MISCELLANEOUS

- **Spirit Wear – new vendor is Campus Creations. Two designs were chosen for the first run. T-shirts will be sold at Open House.**
- **E-storefront – the public will be able to order and pay for Spirit Wear via the E-storefront.**
- **Fun Run – kick-off on September 5th at 8:30am. The Run date is October 13th (rain date is October 18th). The be considered for prizes, all money must be submitted by October 20th. Prize distribution date is November 5th.**

- **Open House – August 24th 5:30 – 7:30pm. The PTO will be onsite to answer questions and sign-up new volunteers.**
- **Next meeting is scheduled for September 7th.**

Meeting adjourned at 7:32pm