

# HERITAGE ACADEMY PTO

## Minutes of Board Meeting

April 18, 2017

**Attendance:** Board Members: Earl Taylor, Jr., Raymond Jones, Ann Price, Bonnie Gardner, Ingelise Pang, Kim Wilson, Melissa Farr, Dawnell McLaws, Lance Johnson Teachers: Travis Moore, Maria Haynie, J Denton, Eve Seamon, Geniel Oakes, Christopher Wakeley, Janette Patch

### Call to Order:

Welcome and Introductions: All in attendance introduced themselves.

Adoption of Agenda: A motion was made to adopt the agenda by Lance, Melissa seconded it. All approved.

Approval of Minutes: A motion was made to approve the minutes by Ann, Kim seconded it. All board members approved.

### Administrative Comments: Mr. Taylor

Nothing to report this month

### Officers' Reports:

#### Treasurer's Report: Ingelise Pang

\*An Audit of the financial records needs to be done at the end of the school year by 3 board members or 1 person outside the board. Melissa volunteered her husband, Kent Farr. If for some reason he is unable to Lance Johnson volunteered and we would need to other board members to help audit.

#### Communications: Kim Wilson

\*The new website has a pop-up window that comes up to remind people to pay their PTO dues. However, it keeps popping up over and over again. It is annoying after awhile.

### Unfinished & New Business:

Annual election results - All 7 people that ran for PTO board were elected.

Those elected for a 2 year term:

David Bear

Melissa Farr

Holly Pearce

Raymond Jones

Maria Haynie

Bonnie Gardner

Those elected for a 1 year term:

Ann Price

\*There were 61 people who voted. Raymond noted that this about the average number of parents that vote each year.

\*The online voting process was very straightforward yet it was noted that some people had difficulty voting.

\*Next month new officers will be elected. All PTO members can vote. Officers have to have been

on the board for at least one year.

School Gift- Melissa reported on the letters "TOGETHER" in front of the old Mervyn's building. It was hard to find who the owners were. The bank owns the building, but a rental company has the parking lot. She has been phoning them several times to see if we could get the letters.

\* Other gift ideas still under consideration are wireless microphones for drama, Fitness station, school logo, trophy case, portable scoreboard, and AED device.

New Student Orientation report: Ann Price

Everything went well. The new families have been introduced to PTO.

### **Committee Updates:**

Historian: Lance Johnson

Please get you committee reports in before the end of the school year.

Fine Arts: Amy Nyman & Kim Wilson

Spring Musical Concessions

- Concessions slots (volunteering) are filled up and they have a board member for every night to supervise and count money. Parents will be bringing baked goods also. She has specific sizes to cut the brownies or make cookies
- A need for a custodian of the popcorn machine was voiced again. Janelle Oakes volunteered to be in charge it to monitor the groups that use it.

Sports: Dawnell McLaws

Leftover funds of \$500 in sports budget

- some ideas for use of money are
- new jerseys for sports teams. Junior High teams could definitely use that.
- scoreboard
- trophy case

This year was the first year to have a budget for sports and so it wasn't planned out how the funds would be used.

- Dawnell will talk to Mr. Melchin to get more ideas

Membership: Ann Price

PTO Thank you on receipts

\*Ann came up with a more streamlined plan to thank parents for paying their PTO dues. Instead of a lanyard or card, the school could print a THANK YOU on the receipt they get when they pay their dues. On the receipt would be printed "Keep this Receipt" for one of the following options:

1. Parents Sports Pass – that they can purchase
2. College coaching – with a small fee
3. Yearbook Committee - \$5 CD for pictures from the yearbook.

We would decide which gift to use and the school would decide which gift to make available to purchase.

\*Mrs Denton commented that she felt that the school didn't need a gift back to the parents for paying PTO dues.

\*A discussion among board members lead to the consensus that we do not need to offer a reward or gift for parents paying their PTO dues.

Family Service Activity: Lance Johnson

Report on Family Service Day

\*The day was a success. However there were so many groups volunteering that they had more volunteers than they could keep busy. He wished that they had had something to identify them as a Heritage group

\*Lance reported they didn't spend any of the \$300 budgeted for the service project.

Kim W. suggested that we think about going to Feed my Starving Children next year.

Teacher & Staff Appreciation: Melissa Farr

Administrative Assistants Gifts - Melissa is planning to deliver flowers next week to the four admins on campus, Kathy Edmunds, Karen Hunt, Chris West and Lindsay Crosland

\* Teacher appreciation week is coming up May 1 through 5. She has planned that the teachers will get some type of treat or each day ending with Thursday where she will bring sub sandwiches for the teachers. Where to bring the sandwiches? Mr. Taylor advised her to bring them to room 5, which will be empty during the lunch hours.

**Parent and Teacher Comments:**

Ann Price invited Mr. Wakeley gave a brief report of the activities of the band.

**Adjournment:**

Next Meeting: May 16 at 7:00 pm