



Carver-Lyon Elementary School
 “Creating a Pathway to Excellence”



Parent Teacher Organization (PTO) Meeting Minutes

Tuesday, April 24, 2018 5:15-6:15 pm

Members in Attendance: 12

Agenda

Note: Items highlighted in grey are action items and require follow-up prior to the next meeting
 Items highlighted in yellow are completed action items.

Business

1. **Call to Order/Greeting/Attendance.....Diana Joyner (DJ)**
2. **Dr. Teresa Turner's Transition to Grant Director**
 - Dr. Williams, Dr. Turner's supervisor at the District Office attending the PTO meeting to announce that Dr. Turner will be transitioning out of her role as Carver Lyon Principal and into the role of grant director for the \$15M grant that Richland District I received
 - Dr. Williams stated that Dr. Turner's presence at Carver Lyon would still be strong since almost half of the \$15M grant will be devoted to the language immersion programs at Carver Lyon
 - Dr. Turner stated that her decision was a hard one and she will miss being the principal at Carver-Lyon
 - Dr. Williams stated that the search for a new principal is already underway since the district maintains a "pool" of candidates for various positions such as administrators and teachers
 - Dr. Williams was hopeful that the new principal, once selected, could shadow under Dr. Turner prior to the end of the school year; however Dr. Williams stated if that did not come about Dr. Turner would still be a close and valuable resource for the new administrator in the coming summer and school year
3. **Language Immersion Meet & Greet (Covered Dish Event)**
 - May 22nd, 6-8 pm
 - Communication: Mr. Jonathan White has taken the lead on updating the communication from last year and providing it to Dr. Geer so that it can be photocopied for student folders and also sent out via electronic communication with Tasha Williams
 - Some changes are needed to improve the event from last year
 - Concerns include some families taking too much food, lack of communication that there was a performance coupled with the event, the over-abundance of desserts, the long line and not having serving pieces
 - Taking too much food: we will hope for the best here. We are hoping by breaking up the meals into 3 lines that people will be less inclined to get one of everything since it would mean they would have to stand in another line
 - Communication regarding performance: There will be no performance this year
 - Over-abundance of desserts: We will ask families to bring main courses and sides ONLY. Like last year, the school will pay for drinks, eating utensils, plates, and napkins. This year the school will ALSO provide a couple of large sheet cakes for dessert. Too many desserts were left unopened last year. If we can have families bring main courses or sides instead of desserts, there should be plenty of food for everyone.
 - Long Line: the idea this year is to split the main courses and sides among 3 sets of tables so that we can have 3 simultaneous lines to move visitors through faster
 - Serving Utensils: The PTO has agreed to purchase serving utensils and mark them as PTO property prior to the event
 - New Plans for this year's event
 - Greeters:
 1. will be stationed at the multimedia room entrance

2. will help take dishes from parents and inform them that they can speak to other parents while waiting to begin the dinner or explore the other information stations
 3. will inform attendees of opportunity to talk with language immersion teachers also at the event and inform attendees of the slideshow
- Runners:
 1. Will take dishes from attendees/parents and place them in one of the three lines, ensuring to spread out the main courses and side dishes equally
 - Information:
 1. Teachers will be stationed in the multimedia room to answer questions regarding the LI program and curriculum
 2. A slideshow of pictures will play in the background highlighting the LI program
 3. Brief Officer Announcement: by PTO board members to promote officer elections for the 2018-2019 school year
 - Setup:
 1. Dr. Geer will check and see if there are 6ft and 8 ft tables available to place the food on so that the PTO does not have to use the tables with seating for food serving
 2. Phaedra Vereen of the YMCA volunteered the YMCA staff to setup the multimedia center to get ready for the meet & greet

4. Tax Exempt Status:

- The PTO received a notice from the IRS that the Carver Lyon PTO tax exempt status has been reinstated!! This is great news that will provide us with many more opportunities

5. Spring Carnival

- Volunteers: On March 26th, DJ attended a teacher's meeting to ask for volunteers to help run the games
 - The teachers seemed receptive to the idea and logistics just need to be discussed with the administration
 - D. Joyner to send email to Dr. Turner who will in turn send it to all teachers and ask for volunteers to help run the game stations
- Game suggestions (from Ms. Ward)
 - Bounce House(s): Carver Lyon (CL) has a small bounce house but according to Ms. Ward the school usually rents one with a slide as well.
 - DJ called 123 Jump who said they could provide a bounce house or slide on June 1st for \$200 for the entire day. Normally it would be \$240
 - Phaedra Vereen of YMCA stated that her church has 6 inflatables that they rent; Ms. Vereen called the church to see if they were available on June 1st and they are for a total of \$150. Phaedra will schedule drop off and setup (her husband)
 - Carnival Games Approved by PTO at 3/29 meeting:
 - Balloon and Darts- darts just need balloons
 - Cakewalk- poly spots with numbers (we use Little Debbie Cakes as prizes)
 - Plinko- I have a homemade game just need to check the condition
 - Frisbee throw- have Frisbees and hula hoops with stands
 - Putt-putt- have putters, golf balls and putting holes
 - Fishbowl toss- can check to see if the globes are in PTO kitchen; have plastic fish
 - Penny toss- have penny toss boards, need pennies
 - Bowling game- have bowling ball and pins; just need smooth surface
 - Ring the bottle- can easily be made; just need rings and bottles (empty wine bottles, for example)
 - Beanbag toss- she has beanbags; target can easily be made or bought
 - Bingo-need to purchase cards; Shellie suggested the cards that have slide covers and are reusable instead of the ones that you use with stampers
 - ***Summary of NEEDED items (Ms. Ward has the rest)***
 - Tokens to earn prizes
 - Balloons

- Little Debbie cakes (prizes)
- Fish Globes
- Pennies (A. Cofield will provide)
- Bottles and rings
- Bean bag target (DJ will order)
- Bingo cards (DJ will order)
- Prizes that tokens can be exchanged for-Ms Ward suggests 5 Below
- Attendance
 - Prek-2nd grade: 260
 - 3rd-5th grade: 150
- Children Who do NOT purchase the wrist bands:
 - Alternate activities will be provided such as hula hoop, jump rope, board games in another location.
 - DJ will check local consignment stores for games that can be purchased at a reduced cost and used for this purpose
- Fee for Carnival
 - Question from Parent: In years past, how many students paid to participate in the unlimited games versus how many participated in the alternate games?
 - DJ stated that she did not know the answer to this but would try to get the information from Ms. Ward to share with the PTO
 - Answer: most students bought the wrist bands, very few did not
- Prizes
 - Prizes were not discussed at the April meeting but were discussed with Ms. Ward; Ms. Ward suggests vendors 5 Below and Oriental Training
 - Maria G. suggested bubbles and small tattoos for the children
- Food vendors
 - All food orders will be a on a pre-sell basis
 - Order forms will be created and distributed to students in folders, sent out as an email and available on the CL webpage
 - Order forms were created by DJ and sent out in student folders the last week in April (depending on teacher)
 - CFA sandwich and an 8-count nugget pack will both be offered for \$6
 - Payment can be dropped off in the front office OR at the following times in May:

May 7 th	Mon	7 – 8:30 am	T-shirts (LAST DAY to pay-extended from the 4 th !) Spring Carnival
May 18 th	Fri	7 – 8:30 am	Spring Carnival (LAST DAY to pay)

- Magnets
 - 250 have been ordered
 - Will be for sale at the Covered supper event in May

6. Teacher and Staff Appreciation

- Michael is serving as the chair for this subcommittee
- Teacher Appreciation Week May 7th-11th, 2018
 - Breakfast:
 - DJ submitted a request to Chick-fil-a of 5 points to supply breakfast for the staff for one day; the request was granted; PTO will need to buy orange juice to supplement the breakfast; staff already has access to coffee in the lounges
 - DJ will pick up the biscuits on May 9th and bring to the school; DJ will also buy OJ the day before; school to provide cups

- "start" time for the breakfast will be 7 am that morning
- Lunch:
 - Vendor: Mathias Sandwich shop, Friday, May 11th
- Cake:
 - The PTO decided as a group that instead of using PTO funds, we would ask a few parents to donate cakes or bake cakes to provide to the teachers on Monday, May 7th
- Decorations for the Lounge
 - Movie Theme! Budget = \$30
 - Maria and Kimberly volunteered to decorate the lounge with committee chair Michael on Friday, May 4th (Phaedra Vereen of YMCA offered to ensure they could get into the school)
 - The PTO discussed a table cloth for the main table in the lounge
 - J. Mandsanger volunteered to sew a table cloth for the PTO and also to donate the material; measurements were taken after the March 29th PTO meeting so that fabric could be bought
- Summary
 - May 7th: Cake-throughout the day, main lounge
 - May 8th: hand soap donations by students
 - May 9th: CFA biscuits 7-7:30 AM, main lounge
 - May 10th: disinfecting wipe donates by students
 - May 11th: Mathias lunch, baked spaghetti, salad, drinks –during each teacher's lunch period, main lounge
 - Other: a bag of popcorn added to each staff member's box

7. School Pride/Marketing

- T-shirts
 - About 30 orders have been received as of 4/24/18
 - Need about 60 orders to break even
 - Agreed to send the forms home again the following week in student folders
- Magnets
 - Cost will be \$5
 - Will be sold at the covered dish event in May

8. Future Fundraising

- Secure drop box in front office
 - District has agreed to buy a drop box for PTO but it may take several weeks to install
 - Per Dr. Turner, Ms. Hill (in the front office) will assist with collection money for the PTO until the drop box is installed
- Colonial Life Arena Concerts
 - DJ informed the PTO of an opportunity to work concerts at the Colonial Life Arena and work for the caterer
 - DJ contacted the caterer to ensure that the relationship was still valid and to procure a training date; As of 5/1/2018 DJ is still awaiting a response
 - One short training session required for the workers with opportunity to raise approximately \$500 per event
 - DJ asked the PTO members to consider the following events by the next meeting:
 - July 7 (Sat)-Imagine Dragons
 - July 18 (Wed)- Steve Miller Band & Peter Frampton
 - Aug 15 (Wed)-Journey & Def Leppard
 - Oct 25 (Thu)-Chris Stapleton, Marty Stuart & Brent Cobb
- Fundraising Purpose
 - The question of purpose was asked in the meeting for fundraising
 - DJ stated that Dr. Turner expressed interest in a new marquee sign
 - Maria G. presented a quotation for the PTO to review for the purchase of an LED, colored marquee sign; cost was \$14k and this price DOES NOT include installation
 - DJ thanked Maria for her work and stated that the PTO should start communicating the funds raised after each event to demonstrate the proximity to the ultimate goal

- Letter / Facebook Campaign
 - Wanda Boyd suggested that we embark on a letter writing and Facebook campaign to raise money from Carver Lyon alumni and former teachers and staff
 - Ms. Boyd stated that WA Perry hosted a similar drive the former year and were able to raise all of the funds they needed for a new marquee within one year's time

Future PTO / SIC Meetings for 2018 (5:15 p.m. – 5:45 p.m.)

May 22 (Tuesday)

All meetings will be held in the media center (at this time)

Contact Persons to Know Regarding PTO

- Dr. Teresa Turner – Principal (teresa.turner@richlandone.org)
- Diana P. Joyner – President (dianajoyner2001@gmail.com)
- Aherial Cofield – Vice President (acofield@richland2.org)
- Jovonne McDaniel – Secretary (jovonnemcdaniel@yahoo.com)
- Shelli Franco – Treasurer (franco.slmf@gmail.com)
- Brandon Geer – Teacher/PTO Liaison (brandon.geer@richlandone.org)
- Glenda Wright – Parent & Family Engagement Specialist

Richland County School District One Mission Statement:

Richland One will prepare every student to be a successful, contributing citizen in a global society by providing an effective and high quality education.

