

RS Payne Elementary PTO Meeting Minutes  
March 9, 2017

A meeting of the RS Payne Elementary PTO was held on March 9, 2017. In attendance were the following people: Cindy Tolle, Niro Rasanayagam, Eliana Lobb, Trish Pabis, Adrienne Scruggs, Sheri Quinones, Leslie Salazar, Liz Dop, faculty member, Lori Smith, and Principal Blakely.

President Quinones offered a brief welcome to everyone and introductions were made among those present, as a sign-in sheet was circulated for all to sign. Next, a motion was made by President Quinones to approve the February meeting minutes. The motion was seconded and carried. 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's Report:** Ms. Riley, a front office staff person, will be leaving her position at RS Payne immediately for a new position elsewhere.

Randomly selected 4th graders will be participating in testing, to be administered by the Department of Education, to measure how students across the country are doing in the subject areas of math and reading.

Randomly selected students will also participate in a superintendent's listening tour to share their views on discipline, school safety, and other topics, to be determined.

The Principal's Cabinet, composed of zoned and GO student representatives, recently voted to make some cosmetic enhancements to the flagpole area in front of the school building--some shrubs have been removed to make way for a new flower garden, which will be encircled with handprints from teachers and students. The committee has also designed a RSP-themed flag that will fly over the primary door entrance to the school. The committee is in the final stages of the design process for the school flag.

Mr. Blakely's position has been advertised and once all applications are received and reviewed, the interview process will commence.

**COMMITTEE REPORTS:**

**TREASURER'S REPORT:** Treasurer Pabis distributed and briefly reviewed a summary report of income intakes and expenses to date. Pabis was also happy to report that she is essentially finished with the 501(c)3 process for the PTO. Now, her attention will turn to the budget process for the 2017-18 school year. Budget forms have been distributed to committee chairs and teachers and should be returned either directly to Ms. Pabis or to the main office by the due date listed on the form. An initial review of the proposed budget will be conducted at the April PTO meeting. The budget will then be finalized and presented for approval at our May PTO meeting.

An audit committee will also need to be convened to conduct a financial audit of PTO finances before the end of the school year.

**STAFF REPORT:** Ms. Smith noted that several handheld microphones that are used in the auditorium are still nowhere to be found (this concern was first noted at the Feb. PTO meeting). These microphones are used for plays, assemblies, special events, etc., so if they are not found, they will need to be replaced ASAP. Point Source Audio (sound check and equipment company) recently came out to the school to conduct an equipment check and cost assessment for potential audio needs. Ms. Smith will forward a quote from the company to Trish Pabis, treasurer, for further review.

**FUNDRAISING:** The next restaurant night is set for March 21 at Crisp, a downtown eatery.

Please remember, if you haven't already, to sign up for the Community Rewards program at [kroger.com/community](http://kroger.com/community) rewards. Once you go on-line to register your Kroger Plus card with this program, look for our school either by name (RS Payne Elementary) or enter our school identification code: 90868. If you have any questions about this process, please follow-up with a member of the PTO Executive Committee.

Also, if you find yourself shopping at Office Max, please mention our school at checkout--doing so will ensure that a portion of your purchase proceeds benefit our school.

**TEACHER APPRECIATION:** The next teacher appreciation event is tentatively scheduled for March 17--a March Madness ice cream social. More details are to follow with ways to help and support this popular event. Teacher Appreciation Week events will also be set for sometime in May.

**CARNIVAL:** Carnival is set for April 1, 2017 from 11am-3pm. Adrienne Scruggs, Chair, provided an update on carnival plans to date. Ticket prizes for carnival attractions have been set--almost all activities are a quarter (one ticket)--admission to the photo booth and herpetology lab will cost slightly more. New prizes have been purchased for game giveaways. \$2200 in carnival donations (cash) have been received to date. Preliminary set-up for carnival will occur on March 31st.

Trish Pabis, silent auction chair, noted that a flyer will be going home in student backpacks regarding ways parents can help out with the themed auction baskets that are provided by each grade.

**ADDITIONAL BUSINESS:** Please take the time to consider where you may best use your time and talents, as a volunteer, to support the PTO next school year. Recruitment efforts for committee, event chair, and leadership positions will begin this spring. It is especially important to secure volunteers for leadership positions--President, Vice President, and Recording Secretary.

With no further business or announcements to discuss, a motion to adjourn the meeting was made, seconded, and carried. As such, the meeting was adjourned.

Respectfully submitted by:  
Cindy Tolle, Recording Secretary  
RS Payne PTO, 2016-17