**Langford Elementary School**

**August 4th, 2016**

Meeting was called to order by Akia Harper.

**Present:** Tanika Nesmith, Akia Harper, Jill Carpenter, Kiley Bartsch, Twanisha Garner.

**Secretary:** Minutes were read and approved.

**Treasurer:** Staples=$50.72 Vistaprint=

Current balance: $11,623.82

**Principal:** Dr. Garner

LES mail= 2 mailboxes 1 downstairs, 1 upstairs

Help needed from PTO for mail distribution. Biweekly/monthly distribution.

Teacher list needed for mailing system.

Murals for bathrooms? Total of 3 bathrooms, start at bathroom by cafeteria. Wanted to have bathroom by cafeteria completed before school starts.

$5 membership fee= Need all staff support.

**Old Business:** Akia/Jill

Put in notebooks and pens for membership. Membership items ready.

Ryan to bring superhero charms and 300 lanyards=Prizes for giftwrap and cookie dough sales. Set up meeting for kick-off for fundraiser. Giftwrap fundraiser at the end of August. Fundraiser to start on September2nd. Date for meeting with Ryan needed. 30 minutes for kick-off party. Limo lunch ride to Wendy’s around 1st or 2nd week of October.

Skateland update: February 9th? Ok or not as a skate night date. September 22 ok for skate night.

Chick-Fil-a biscuit sale: Is it ok to sell because of the Healthy Child Initiative? Find out from Chick-Fil-a if Friday, September 2nd, 2016 good date for biscuit sale.

Mission statement: Nothing different on other sites for mission statement. Will remain as is.

School store schedule: PTO members to add dates, placed in school store.

PTO website: Inconvient for parents, difficult to remember to email address.

Bookshelves: Requested, needs long book shelves. Will need to purchase or wire shelving.

Board meeting times: 2nd Tuesdays most months. Unsure of times=10am? Next meeting September 13th.

New letter made by Akia for everyone at LES. Give to Tammi to have sent out to families once approved. Attached through black board.

**New Business:**

Website: Jill updated website, parents want credit card capability. School store items on website, parents can see items, message placed on website that cash/check must be sent to school. Jill will setup website with items from store.

Orientation setup: What does Mrs. Jackson wants from PTO?

Meet and greet: Table needed for PTO forms , and membership packages. PTO member to man school store. Not selling promotional items until September.

Open House: Open PTO meeting. Talk to Ryan about open house with parents. No decision made on big ticket item for open house.

Holiday Shoppe Penguin Patch: All members in attendance agreed not to use Penguin Patch.

Boxtop Coordinator: Jill Le Count has moved, Kris White volunteered to be Acting Coordinator.

Different format for newsletter for upcoming school year.

Copier Access: Approval from Mrs. Jackson to use. Very expensive for color.

Spirit wear pricing: Jill made list with breakdown of items.

August 15th: Akia to address teachers, copy given to administrators for approval. Address teachers to fundraisers to be distributed day after given to them.