



## Minutes

CLES PTO Meeting  
General Meeting Minutes  
September 12<sup>th</sup>, 2018  
6:30 p.m.  
CLES LGI Room

Lindsay Newman welcomed everyone and called the meeting to order at 6:00 p.m.

Board Members Present: Lindsay Newman, Stephanie Satterfield, Lauren Surbaugh

Attendance: Raquel Davis, Linda Jackson, Leslie Lester, Micah Weglinski, Mandy Carpenter, Stephanie Nagy, Hailie Fisher, Stephanie Brown, April Oliverio, Carolina Aguilera, Heidi Sherwin, Dennis Gallon, Kristi Mullenax, Elizabeth Blake, Meighan Lehosit, Jen Robertson-Honecker

Quorum present (11 members required)? Yes

Lindsay Newman said that the minutes from the April 24<sup>th</sup> meeting needed to be approved. Lindsay asked for any discussion about the minutes. No one had comments or questions about the minutes. Linda Jackson made a motion to approve the minutes. Leslie Lester seconded the motion. The meeting minutes from April 24<sup>th</sup> were approved by unanimous voice vote.

Lauren Surbaugh proposed the 2018-2019 budget. She highlighted the new items: Last year, the PTO dissolved Dolphin Shop. The PTO added the Mother-Son event with the same budget as Daddy-Daughter Dance. Dunkin' Donuts and Texas Roadhouse were added to the Active Fundraising category. Box Tops expenses were lowered, and Amazon Smile was added to the Passive Fundraising category. Accounting/Financing Fees and Beautification expenses were lowered. PTO Events and School-Wide Events were merged together and will be listed as PTO Events. Sunshine Committee was moved to be a part of Teacher and Staff Appreciation, and Teacher Stipends was separated from Teacher Appreciation. School Bathroom Improvements were added to the budget as well. Linda Jackson made the motion to approve the budget for 2018-2019 school year. April Oliverio seconded the motion. The 2018-2019 budget was approved by unanimous voice vote.

## Principal's Report

## Mr. Gallon

Mr. Gallon said that he was very happy with dismissal and how smoothly things are going at the beginning of the year. He confirmed that there were 826 students at CLES, including Pre-K students, on the first day of school.

Mr. Gallon said that the cost of the coach buses for field trips have increased to \$950 per bus. Mr. Gallon announced the field trips that have been planned thus far. Pre-K, kindergarten, and 1<sup>st</sup> grade will attend the Fire Prevention Program at UHS on October 3<sup>rd</sup>. Kindergarten will visit the WV Botanic Gardens on October 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>. The 2<sup>nd</sup>-grade classes will travel to the Pittsburgh Zoo on October 23<sup>rd</sup>, 4<sup>th</sup> graders are going to Prickett's Fort on October 17<sup>th</sup>, and the 5<sup>th</sup> graders will go to the Carnegie Science Center on November 13<sup>th</sup>. On November 15<sup>th</sup> the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders will travel by bus to the WVU Women's Basketball Game as part of the WVU Women's Basketball Program Education Days.

Mr. Gallon also reported that on September 27<sup>th</sup> at CLES in the upper part of the cafeteria, Mon General will be hosting a FLU shot site from 3:45-5:00 p.m.

Mr. Gallon clarified that the Grandparents' Breakfast for students with last names beginning with A-M will be held on October 5<sup>th</sup>, while a Grandparents' Breakfast for students with last names beginning with N-Z will be held on April 5<sup>th</sup>.

Mr. Gallon announced that the upper playground renovation is in the design stage. He said that he can get equipment at cost from a parent's brother who sells playground equipment. This project is still required to go out for bid as per county guidelines, but Mr. Gallon doubts that a competitor will be able to beat this particular individual's pricing. Mr. Gallon had an estimate of \$120,000 for the ground cover. Mr. Gallon said that he intends to have two maple trees planted in the lower playground area. He also plans to order a shade structure to put over the helicopter pad on the lower playground and have tables made to be put under the shade structure. He suggested that he may contact MTEC to help with the tables. He is working on obtaining a shade structure for the Pre-K playground as well.

Mr. Gallon said that Lifetouch photo retake day will be held on Monday, October 15<sup>th</sup>. He also indicated that, during the last week of October, a mobile lab will be at CLES, and classes will be able to visit it all week long. The 2<sup>nd</sup> annual CLES Art Show & Sale will be held on December 5<sup>th</sup>. CLES will host a science night on December 12<sup>th</sup>. Literacy and math nights are also in the planning stages..

Mr. Gallon reported that the intruder drill that was planned for Friday, September 14<sup>th</sup> was cancelled due to recent storms. This drill will be rescheduled. He also explained that a product is currently being tested in some classrooms that will keep classroom doors locked and secured in case of an intruder situation.

## Committee Reports

- A. Bake Sale - Julie Sandolfini (nursejuliern@hotmail.com)
- Julie Sandolfini was not present, so Lindsay Newman gave the Bake Sale Committee report.
  - Lindsay said that the annual Bake Sale will be held during the Winter Music Program.
  - She noted that the main office will accept baked goods a few days before the program.
  - Lindsay stated that baked goods should be packaged in small, portable containers.
  - She highlighted that allergy-free foods are welcome but please make sure to include a list of ingredients on these items.
- B. Beautification- Heidi and Michael Sherwin (heidisherwin11@gmail.com)
- Heidi Sherwin noted that September 15<sup>th</sup> from 10:00 a.m. to 12:00 p.m will be the first clean-up day.
  - She said that future projects are in the works and will be announced when finalized.
- C. Book Fair - Lindsay Newman (lindsaynewman.cles@gmail.com)
- Lindsay Newman said that there will be a book fair in October and one in April.
  - She said that the SignUpGenius is set up for volunteers and will be sent out soon.
  - She announced that the book fair theme is Enchanted Forest.
  - She also explained that this year, Scholastic has an E-Wallet that will allow families to register online, and parents/guardians will receive a barcode that their child can use to buy books instead of sending cash to school with students.
- D. Box Tops - Mandy Carpenter (mdrsar@aol.com)
- Mandy Carpenter reported that, so far, 4,000 Box Tops have been collected this school year.
  - She noted that the goal for the 2018-19 school year is \$2,500.
  - Mandy plans to award gift cards to the top three student who bring in the most Box Tops.
  - Mandy is thinking of having a popsicle and water party for the homeroom class who brings in the most Box Tops as a reward later on in the year.
  - She suggested that families should download the app to earn our PTO even more money.
- E. Daddy-Daughter Dance - Lindsay Newman(lindsaynewman.cles@gmail.com)  
Leslie Lester (leslielester.cles@gmail.com)
- Lindsay Newman said that March 29<sup>th</sup> is the tentative date for the Daddy-Daughter Dance.
  - She said that more information will be announced closer to the date.

- F. Field Day - Jenn McBee (jhmcbec@comcast.net)  
Shelly Parsons (shellybp@gmail.com)
- Jenn McBee and Shelly Parsons were not present. Lindsay Newman gave the Field Day Committee report.
  - Lindsay reported that Jenn and Shelly are currently looking for individuals to shadow them this year as they plan for field day. These individuals will learn the ins and outs of field day in preparation to take over the event in the upcoming years.
- G. Fundraising - April Oliverio (apriloliverio.cles@gmail.com)
- April Oliverio highlighted that Family Donation letters will be sent out on September 18<sup>th</sup>.
  - She noted that the PTO will sell personalized Dunkin' Donuts coffee mugs in the fall. The purchase of a mug will also all provide a discount on coffee that can be used at local stores.
  - April said that the PTO will be selling Texas Roadhouse rolls in the spring before Easter.
  - She also mentioned that the PTO will assist with the school's Holiday Giving Drive around the holidays.
  - She also announced that the SCRIP fundraiser is underway, and the PTO is adding the mobile version, My Scrip Wallet, so families can purchase gift cards on the go and use them right away.
- H. Mother-Son Event - Andrea Antion (andrea.antion@gmail.com)  
Stephanie Satterfield (stepsatterfield.cles@gmail.com)
- Stephanie Satterfield reported that the Mother-Son Event will be held on September 14<sup>th</sup> in the gym and cafeteria.
  - She said that there will be a wiffle ball home run derby, carnival games, raffles, food, ice cream truck, face painting, and Mr. Twister.
- I. Read Aloud - Hailie Fisher (hailie.a.fisher@gmail.com)
- Hailie Fisher reported that a system set up will be set up to offer open Read Aloud slots to other CLES parents who are willing to read to other classes.
- J. Science Fair - Glen Jackson (gpjcksn@gmail.com)  
Jen Robertson-Honecker (jen.robertson@mail.wvu.edu)
- Jen Robertson Honecker said the Science Fair will be on November 7<sup>th</sup> from 6-8 p.m. and that science fair flyers will go home soon in student backpacks.
- K. Talent Show - Lindsay Newman (lindsaynewman.cles@gmail.com)  
Lauren Surbaugh (laurensurbaugh.cles@gmail.com)
- Lindsay Newman said that the talent show will be held on May 4<sup>th</sup> and that the committee is looking for volunteers to help.
- L. Teacher Appreciation - Leslie Lester (leslielester.cles@gmail.com)  
Aly Gregg (alyg0828@gmail.com)
- Leslie Lester suggested doing something special for the cooks for Cooks' Day, such as possibly purchasing new shoes or mats on which to stand. Mr. Gallon mentioned that the county provides shoes for the cooks.

- Leslie said that she and Aly will look for other ways to provide support to the cooks.
- M. The Pantry Plus More - Micah Weglinski ([micahweg@gmail.com](mailto:micahweg@gmail.com))
- Micah Weglinski said that The Pantry Plus More was running smoothly.
  - Micah said that he expects to have a fresh shipment of produce on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of each month.
  - He announced that The Pantry Plus More is now available at 10 Mon County schools.
  - He explained that The Pantry Plus More operates solely on donations and by volunteers
  - Stephanie Brown mentioned that if there was any produce left over on Thursdays from The Pantry Plus more that perhaps the PTO Scott's Run Committee could distribute it to CLES students.
- N. Tutoring - Karin Patterson ([Karin.patterson@comcast.net](mailto:Karin.patterson@comcast.net))
- Karin Patterson was not present, so Lindsay Newman gave the Tutoring Committee report.
  - Lindsay said that Karin Patterson and Mrs. Brown are in the process of contacting teachers and volunteers to form a tutoring schedule.
  - She said there will be an informational meeting on Wednesday, September 26<sup>th</sup> at 9 a.m. in the LGI room.
  - She explained that the county considers that all tutors are unsupervised volunteers, and, according to the county, they must complete a background check and TB test in addition to the online training.
- O. Yearbook - Linda Jackson ([lindajackson.cles@gmail.com](mailto:lindajackson.cles@gmail.com))
- Linda Jackson said that all yearbook photo uploads are due on Friday, November 2<sup>nd</sup>.
  - Linda said that the Yearbook Committee still needs volunteers for several classrooms: Lewis, Starcher, Gidley, Kimble, Turner, Cottrell and Shrewsberry.
  - April Oliverio volunteered to take photos for Cottrell and Shrewsberry.

## Other Business

- ❖ Lindsay Newman asked everyone to register their students on the CLES PTO website ([clespto.com](http://clespto.com)). She also mentioned there is a student directory app that is available for \$5 per family (up to 3 devices) and that it is a quick and easy way to get contact information for those who have shared their information on our website. More information can be found on the PTO website.
- ❖ Lindsay also highlighted that volunteer training is required for anyone who is planning on volunteering this year. The online training takes 5-10 minutes to go through the PowerPoint and take the short quiz at the end. She also explained that individuals who tutor will need to do a background check as well as a TB test. Volunteer information and training can be found at <http://boe.mono.k12.wv.us/Content2/142>

- ❖ Lindsay reminded families to enroll their Kroger and Giant Eagle cards to benefit Cheat Lake Elementary School.
- ❖ Lindsay also reported that an Amazon Smile account has been created. Go to <https://smile.amazon.com/ch/82-1660415> to set up an account. She noted that families must go to smile.amazon.com each time they make a purchase with Amazon in order for money to be donated to the school.
- ❖ Lindsay Newman discussed the executive board's idea for the bathroom facelifts which include peel-and-stick inspirational quotes on the bathroom stalls. These quotes will be installed once they are delivered.
- ❖ Raquel Davis spoke about teacher needs and how we can volunteer to assist teachers by making copies, folder stuffing, or helping with any other needs. Mr. Gallon and Raquel will meet to discuss what can be done, and the PTO will create a committee if there is a need.
- ❖ Lindsay Newman discussed the idea of the PTO obtaining debit cards for the PTO checking account. She underlined that transactions would be easier to make if the PTO had a debit card. She opened this topic up for discussion. Micah Weglinski suggested that more than one board member obtain a debit card as to eliminate the need to rely solely on one card. Meghan Lehosit made a motion to vote on the PTO obtaining the debit card, and April Oliverio seconded the motion. The motion carried unanimously that the PTO can obtain a debit card for the checking account.
- ❖ Lindsay Newman said that the PTO needed to vote on Executive Board vacancy for vice president and said that April Oliverio was the candidate for vice president. April was asked to exit the room so that the group could discuss and vote on the position. Lindsay said that April was a highly-qualified candidate and highlighted that April volunteered a lot at CLES last year and was also a former PTO president at St. Francis. Linda Jackson made a motion to vote on April Oliverio for vice president, and Leslie Lester seconded the motion. Lindsay Newman asked for a vote and the candidate was voted in with seventeen members voting yes and one abstaining. The newly elected board member was asked to return to the room.

## **Adjournment**

Linda Jackson made a motion to adjourn the meeting. Leslie Lester seconded the motion. Meeting was adjourned at 8:15 p.m.

Respectfully submitted,  
Stephanie Satterfield, Secretary  
September 24<sup>th</sup>, 2018