# Landrum PTO Meeting Minutes

**Date:** August 18th, 2025

**Time:** 11:00 AM

**Location:** Landrum Middle School

**Board members present:** Regan Cartwright, Jessica Sellers, Tiffany Neal, Kara Lenz, Heather Mandeville, Jill Tant, Lisa Farese, Kristin Lunsford, Sarah Shulz, Abby Wilcox, Brenna White, Lynn Dostaler, Heidi McLeod, Katie Bridges

**Additional attendees:** Jamie Day, Melissa Robinson, Mital Patel, Denise Verheul, Ardelle Potter, Sarah Hartigan, Geeta George, Kristi Tardif, Cheryl Mosley, Carissa Moser, Dawn Huffer

1. Welcome and Introductions - Regan

-Approval of summer meeting minutes - Approved

-Assistant Principal Kelly Gibian introduction and updates

- Ms. Garcia is taking Ms. Northcut's place as exec secretary
- Thank you to PTO for additional Spanish teacher funding

-Gibian to pull the Oceanside Cleaners raffle winner

- PTO silver and above were entered in raffle
- Kim Hollis is the winner!

- Deputy Brown - been with agency for 10 years

2. Event Highlights - Regan

**6th-grade orientation**

-$7000 in new memberships, great event!

-We even got a couple of new partners that day.

-6th-grade Beach Bowl is already SOLD OUT!!! - Kristin and Natalie coordinating. If the event goes well, hope to do a similar event for 7th graders.

-Board/staff/parent feedback was really positive.

**Meet the Teacher**

-Felt like there was a sense of community

-Loved the balloon arch and the addition of the Welcome to the Den sign. We were also able to use the balloon arch on the first day of school at the main entrance

-Thank you to the PTO Board for selling uniforms last minute! Over $3000 in sales. As much as we want to be done selling them, we realized we have way too much stock of adult-sized shirts to not continue to sell them. Going forward, we need to connect the sale to Membership sales like last year. Looking for creative ideas to sell them!

-We need to talk to Mr. Kasting about putting a Wi-Fi booster or something helpful for those days (if not all days) so sales are easier (we lost a lot of membership sales), and

parents couldn't communicate with kids in the building if they got separated. Ms. Gibian will look into this.
School WiFi network: StJohnsGuest
Password: GetOnline@SJCSD

**Teacher Back to School Celebration**
-Sponsored by Edie Williams and Chick-fil-a. Special thanks to Alexis, Tulin, and everyone who helped set up the lounge! -Passed out classroom start-up $100 Amazon gift card packs to teachers, and they were very thankful! Mini-grant flyers were included. We have a few extras that we can carry over to the holiday luncheon in December or keep on hand for any new teachers.
- Still need a hospitality chair, easier job than last year. Only 4 teacher lounge events a year. The goal for this year is to take pictures of the décor and set up a clear tub labeled with pics and the event name, so it is ready for the next year.

3. Treasurer's Report – Kara and Heather

***Full report at the end of these minutes***

-Want to make another push for membership
-PTO membership sales so far… Looking for 100% Board participation.
-The Spanish teacher is going to be paid in installments. Thank you for your support!
-Money spent on events: (please send receipts to Heather)
**6th grade** WEB: Donuts for Web, membership signage, apparel, Clothing racks, apparel sample sizes, Welcome to the Den Sign, and holder
**Meet the Teacher**: Balloon Arch
**Back to school Celebration** – Amazon gift cards, highlighters, post-its, ribbon, bags, and Starburst for gift bags

4. Membership - Sarah

-Review membership levels to see how many cups, magnets, and parking spots we need so far - reviewed numbers and inventory, will order extra as needed
-Need to sell and encourage membership at the 6th-grade Bowling night (take postcards with QR code), online blasts, and Lionfest
-Looking for a co-chair

5. Community Partners - Regan

-Looking for a co-chair (start the training process)
-Approve date for Spirit Night at Trasca, looking at Monday Sept. 29
-New partner, Brew Smart, will stock the teacher lounge with coffee and all supplies for the year. Will also donate any beverages for events…need a week's notice

-New Partner, Elite Parties, is going to donate the DJ for Lionfest at $500 in-kind level. May want to consider using them for the 8th-grade celebration if they do a good job
-Current list of partners for the new school year, total $ raised $46,750
-Still looking for a Vet and Eye doc, so please reach out to them

6. Secret Pal – Sara (unable to attend)
-Update the form to have less info: Name, fav color, fav place to shop, fav snacks, fav restaurants, interests, dislikes/allergies
-Info sheet regarding how Secret Pal works
-Change viewing option to allow ppl to see who they picked
-Will start gathering teacher info in the next 2 weeks

7. Spirit Wear/Gym shirts – Abby and Brenna
-Still have inventory of larger shirts and shorts. Will continue to sell at events. Flash sale cotton
-Spirit Wear sales update
-Store always open, thinking about adding special seasonal items like a shirt with a lion wearing a Santa hat
-Consider sharing info with 5th graders in January to prepare for Landrum, combine with info about electives, also include info about school supply kits

8. Communications Team – Lisa, Kristin, Kristin, Jill
-Lisa is taking over the Volunteer Coordinator position, contact her with your volunteer needs
-Photos from events, text them to the board Whatsapp

9. Web Master updates – Jen
-Add apparel email address so they stop coming to the president's email
-Work with Membership to see how to get a more accurate list

10. Calendar Planning for the year – Hospitality Committee
-PTO meeting dates will be the third Monday of the month at 11 am for the first half of the year, then switch to the second Monday of the month for the latter half.
-Review the Hospitality Events Calendar for the next two months and decide on décor and set up

11. Any New Business/open discussion
-All board members should be on the Whatsapp for board communication
-Consider joining the SAC (School Advisory Council) to get involved at Landrum

12. Action Items & Next Steps

-See how many cups are left over in the closet and decide if we want to order the same cups or change to another distributor
-If you have anything in the PTO closet that belongs to you, please get it today. We have already started a massive overhaul of the room to get it more organized, and we would appreciate it if everyone could help keep it clean.
-Science Fair set up needs – Annie?

## HOSPITALITY EVENTS REMAINING 2025

### SEPTEMBER

1. 9/8 – 6th-grade Beach Bowl event (Chairs - Kristin and Natalie) – Need Sign-in/out sheet and Membership postcards
2. TBD - Hospitality meeting to discuss Candy Bar, Science Fair, Holiday Luncheon

### OCTOBER

1. 10/1 – Fall cookout (provide food only – staff does the cookout) - Regan
2. 10/4 – LMS Cross Country Meet (I think we provided water and oranges/bananas for runners???) – Erica is Chair
3. TBD - Hospitality meeting with Kasting to discuss Lionfest
4. 10/31 – Halloween Candy Bar in staff lounge

### NOVEMBER

1. 11/21 – Science Fair (Provide small catered breakfast and light lunch)-25 judges

### DECEMBER

1. 12/17 - Staff Holiday luncheon in multi-purpose room, give gift cards, catered lunch, decorate room

## Income & Expense Report

## 7/01/2025 - 8/16/2025

## Fiscal Year 2025-2026

### Income

Total Community Partnerships Income $39,750.00

Total Beach Bowl Event Income $684.00

Total Membership Income $16,410.00

Total Merchandise Sales Income $3,180.00

Total Miscellaneous Donations $295.83

Total Interest Income $103.81

Total Convenience Fee Income $577.32

**Total Income $61,000.96**

### Expenses

Total Principal Support ($1,280.00)

Total Teacher Start-up Gift cards ($8,000.00)

Total Faculty Lounge (Culligan's) ($54.35)

Total WEB, Incoming 6th and New Parents Welcome Event ($412.00)

Total President's Admin ($100.00)

Total 6th Grade Celebration Event (Beach Bowl) ($703.24)

Total Merchandise Sales Expenses ($654.82)

Total Technology Rollover from 24-25 ($16,550.00)

Total LumaPay Fees ($701.35)

**Total Expense ($28,455.76)**

### Income & Expense - Ending Balance $32,545.20