



The vision for the Sugar Hill Elementary PTO Board is
"To Partner with Teachers to Build a Community and Enrich the Education of our Students"

Sugar Hill Elementary PTO General Meeting
Friday, August 9, 2019 10:00 a.m. (PLL) & 5:30 p.m. (Media Center)
Minutes

Call to Order

Jill Arendell called the meeting to order at 10:04 a.m. & 5:30 p.m.

Welcome/Introduction

Your new PTO Executive Board for the 2019-2020 School Year:

- Jill Arendell – President
- Amanda Melancon – Vice President
- Liz Bradley – Vice President
- Melissa Bowman – Treasurer
- Alaina Jones – Secretary
- Dr. Julie Treadwell – Board Advisor

What is a PTO?

PTO stands for a Parent Teacher Organization. In the past, we have been a PTA. The "A" standing for association, which means we were operating under a parent company (Georgia PTA) and we had to pay them a portion of our membership dues each year. We as a school didn't feel we were getting anything from the PTA, so we voted at the end of last school year to move to a PTO.

As a PTO, we operate as an independent organization. All money raised stays right here at the school and allows us the freedom of not being under an association.

Want to join PTO?

Becoming a member of the PTO does not mean that you must volunteer endless hours of your time. It simply means that you are supporting our school and helping make it a great place for our students.

Memberships this year are \$10/family. This membership is valid until July 2020. With your membership, you will receive a discount card to local businesses around the area.

If you want to join you can...

- Visit www.sugarhillpto.com
- Ask Jan Hill at the front desk
- Contact your student's teacher
- Email the PTO at sugarhilleslonghorns@gmail.com

Update on PTO 501c3 Status

In order to move to a PTO, we had to create a new business. That meant creating new bylaws, Articles of Incorporation through the state, EIN number through the IRS and much more.

We have officially filed for our tax-deductible status and are awaiting the Letter of Determination. Our paperwork was mailed out on August 8, 2019 and will be received on August 9, 2019. It takes approximately (2) weeks to be entered in the system and then it could take up to (6) months to get the official Letter of Determination.

Once it is entered in the system, any donation of \$250 or more (made by a business or individual) can be claimed as a deduction on their taxes.

Treasurers Report

Total income YTD is \$20,947.62. Total expenses are \$2,485.37. Petty cash has been removed from both totals. Donations \$11,972, Membership \$1699.92 and Spiritwear \$7,275.70. Our first big expense will be paying for our original and reorder of spiritwear.

Budget

Sugar Hill PTO	
07/19-06/20 Budget	
Adopted on: June 18, 2019	
Income	
Backyard Bingo	5,000.00
Box Tops for Education	1,000.00
Classroom Fee/Parties	10,000.00
Donations (ex. Kroger, Jeans Pass)	13,000.00
Fifth Grade Yard Signs	600.00
Giving Tree	1,500.00
Laps for Longhorns	35,000.00
Longhorn Family Fun Nights	2,000.00
Membership	1,500.00
Penny Wars	2,000.00
Spiritwear	9,000.00
Talent Show	2,500.00
Yearbook	5,000.00

Total Income	\$88,100.00
Expenses	
PTO Expenses	
Administration Fees	4,500.00
Cluster Support	400.00
Insurance	400.00
PTO Project	13,000.00
State License	35.00
Website/QuickBooks Renewal	300.00
Total PTO Expense	\$18,635.00
Committees	
Backyard Bingo	1,500.00
Box Tops for Education	150.00
Classroom Fee/Parties	10,000.00
Fifth Grade Yard Signs	300.00
Giving Tree	1,500.00
Laps for Longhorns	20,000.00
Longhorn Family Fun Nights	50.00
Membership	200.00
Penny Wars	50.00
Spiritwear	6,000.00
Staff/Teacher Appreciation	6,000.00
Talent Show	800.00
Yearbook	3,000.00
Total Committees	\$49,550.00
Teacher/School Requests	
1st Grade	1,000.00
2nd Grade	1,000.00
3rd Grade	1,000.00
4th Grade	1,000.00
5th Grade	1,000.00
Extensions	250.00
Interventions	250.00
Kindergarten	1,000.00
Resource	500.00
Self Contained	500.00
Technology Programs	5,000.00
Specials	
Art	500.00
Library	500.00
Math	500.00

Music	500.00
PE	500.00
Science	500.00
Total Teacher/School Requests	\$15,500.00
Total Expenses	\$83,685.00
Net Income	\$4,415.00

Per our bylaws, we must have a \$4,000 balance at the end of the school year. This allows us to start the next year out with some money, purchase Spiritwear and fund any immediate needs the school may have.

PTO Recess Project

The PTO's main project this year is the recess area in the back on the school.

Overall plan includes:

- Basketball Area
 - Removing current basketballs goals and installing (2) 10' goals on each end and (1) 8' goal mid court
 - New goals are commercial grade and can withstand the weight of a truck
 - Fill in the cracks and remove the weeds from the court. Possibly paint the whole court a solid color and add some free throw lines for the 10' goals
 - Sherwin Williams is interested in partnering with us on the paint
- New Shade Structures
 - Install a free-standing shade structure at the end of the basketball court near the field
 - Install a free-standing shade structure by the younger grades' playground
 - Install modular shade structures over our existing playground equipment
- Track
 - Have county come out and resurface the track
 - Then paint hopscotch, four squares, etc. to allow the kids some more play options
- Swing set
 - Install a 3-bay swing set with its own shade structure. Total of (6) swings.

Total estimated cost for this project is \$71,075.51. The PTO's goal is to have this approved by Dr. Connery, then the County. Once the entire project is approved, we can work on it over the following years. It is much easier to get it all approved upfront than to go back to the county on each item as we have enough money.

How can you help?

- Participate and come to fundraising events
- Do you know any local businesses that want to donate?
- Can you write a school grant? Let us know!

- If your family or business wants to sponsor a piece of equipment, that would be great as well.

The priority for this year is more shade and the basketball area.

Questions/Comments:

- North Gwinnett has banners along their fields promoting businesses that are sponsors. Can we do that?
 - Yes. We could place them on the side of the gym, fencing along the gravel area, inside the cafeteria, etc. If we received a sponsor, we would find a location for a banner.
- What about having a Community Business Liaison?
 - This is a great idea. We would need someone to step up and take that over
- Can we host a Community Day and contact large companies to come out and volunteer their time?
 - Yes
- Have we thought about planting additional trees?
 - Yes, but when we have done that in the past, they tend to die

Committee Head Updates

1. Membership – Alaina Jones
 - a. Currently have (175) members. We had (187) last year so we are almost to that number.
2. Spiritwear – Liz Jones and Jana Brya
 - a. We have almost met our Spiritwear sale goal and it is only the 5th day of school. Once we reach our goal – everything after that will be pure profit
 - b. There was a reorder of the State Shirt. If you filled out a form at open house and pay by today, you will have first dibs on the shirts.
 - c. If you would like to help sell Spiritwear at events throughout the year contact Liz or Jana. Email addresses are on the PTO website. www.sugarhillpto.com
3. Backyard Bingo - Elizabeth Polly
 - a. Scheduled for November 15th
 - b. There will be no presales this year. All tickets will be purchased at the door. There will also be food available for purchase that night along with raffle tickets and the Bake Sale.
 - c. Will need many volunteers for this event
4. Teacher Luncheons – Elizabeth Polly
 - a. There are several PTO sponsored luncheons for the teachers/staff throughout the year. We typically do a grab-n-go with Chick-Fil-A and then one formal one later in the year.
5. Yearbook – Shelley Kersey
 - a. Yearbooks are \$25 now through August 22nd
 - b. Rate increases to \$29 after August 22nd

- c. All orders must be placed online. Online sales will continue until April. Then any remaining yearbooks will be available (cash only) after the yearbooks are distributed. More information is on the website
 - d. Our yearbook from last year was amazing and has been entered in a contest run by Lifetouch and if our school wins, we could win up to \$300!! Great job Shelley! They will announce the winner in January.
6. Longhorn Family Fun Night – Shana Keyes and Christine Godfrey
- a. Our first Longhorn Family Fun Night is August 29th from 4-8 pm in Downtown Sugar Hill
 - b. Crazy Dough and Central City Tavern will be giving our school a portion of their proceeds from that night. The gym will be open from 4-7 for people to use. There will also be corn hole and other outside games set up
 - c. Our other Longhorn Family Fun Nights are scheduled throughout the year and can be found on the calendar
7. Room Parent Coordination – Danielle Patel
- a. There will only be (1) main Room Parent per class this year. Others may help but for ease of communication, only (1) parent will be listed as the main Room Parent
 - b. Our Classroom Contribution Fee worked well last year so we will bring that back. We ask that each parent contribute \$20/child. The money is collected and then divided out per class. This helps ensure that our Room Parents are not paying for parties out of pocket. The money is also used for the school-wide year end party. We will have giant inflatables, popsicles, water and a DJ out on the field at the end of the year. Each grade level will have a specified time to go outside and enjoy them. Classroom contribution form \$20/kid. Goes to year end party and winter class party.
 - c. Room Parent Meeting is August 26th at 10 a.m.
 - d. If you are the lead room parent – make sure you reach out to the other parents in your class. Even if they work full-time, they still may be able to send in items, cut things out at home, etc.
 - e. If you are not a room parent – please make sure you respond to your Room Parent when they send emails out. They are trying to make it a great year for your child and need your support!
8. Box Tops – Amanda Melancon
- a. General Mills is changing the way they do box tops.
 - b. You can still cut and submit box tops found on various products.
 - c. For the new box tops, you will have to scan your receipt into the Box Top app within (14) days of purchase.
 - d. Working on how we can still do competitions this year
9. Penny Wars – Melissa Bowman
- a. Will be held February 24-28th
 - b. Students bring money in each day and put them in large buckets per grade level in front of the media center
 - c. Counts are down during the week to keep the competition exciting

- d. The grade level that brings in the most money wins a prize. Last year was a pajama day but the older grades weren't so excited about it so looking into a new prize for this year

10. Talent Show – Jill Arendell

- a. Will be held January 31st
- b. Opportunity for students to showcase their talents

11. Laps for longhorn – Jill Arendell

- a. Will be held October 3rd
- b. Booster (an outside company) comes in and puts on a fun run to help raise money for the school

General Information

- New Facebook Group
 - The PTO will be moving to a group on Facebook. Make sure you friend us (Sugar Hill Longhorns PTO) as well as join the group to get the most up to date information.
- PTO Flyers Will be YELLOW
 - Any flyer that comes from in your child's folder that is YELLOW is coming from the PTO
- Mail Chimp
 - PTO uses Mail Chimp to send out meeting minutes, volunteer opportunities and general information over the school year. If you are a PTO member and do not receive these, please check your Spam Folder or contact the Executive Board at sugarhilleslonghorns@gmail.com.
- Half Hour Hero
 - If you have (30) minutes in your day once a week, consider becoming a Half Hour Hero. These individuals are paired with a student at the school that may need some extra love, don't have a great home life and just need a positive role model in their life. Mr. John Ryan, the counselor, heads this program up. You can contact him if you are interested in participating. You can also help at the Elementary, Middle or High School Level.

The meeting was adjourned at 11:30 a.m. & 6:47 p.m.

Submitted By, Alaina Jones – PTO Secretary