

**HEMPFIELD SCHOOL DISTRICT
LANDISVILLE MIDDLE SCHOOL
PARENT - TEACHER ORGANIZATION
Executive PTO Board Meeting (Minutes)
August 19, 2026 - 6:30 pm - LMS Library**

Date: August 19, 2026

Meeting Called to Order: 6:35 PM

President: Mike Sebergandio

Attendance

Stacey Gregory, Michael McGovern, Janelle Sebergandio, Jeff Spiker, Andrea Rutledge, Eli Cox, Ken Herr, Mike Sebergandio

Approval & Review of Previous Minutes

Michelle reviewed the minutes from the previous month and explained the format and flow for upcoming PTO meetings.

Treasurer's Report – Jeff Spiker

Banking

- Mike made a motion for the PTO to use **Truist Bank**. Andrea seconded the motion.
- The motion passed unanimously.
- Crystal and Jeff will work together to establish the account, with Crystal serving as the second person on the account.
- Jeff offered to assist with establishing the account.

Bookkeeping & Donations

- Jeff discussed bookkeeping platforms, including QuickBooks and MoneyMinder, and recommended a platform that would be easy to use for PTO bookkeeping.
- Several platforms for collecting donations were reviewed. **Zeffy** was identified as the preferred donation platform.
- The PTO fiscal year will run from **August 1 through July 31**.
- Jeff will transition the PTO correspondence to his PTO email address.

Motion: Mike made a motion for the PTO to use **QuickBooks and Zeffy**. Stacey seconded the motion.

Result: Motion passed unanimously.

Document Organization

- Eli suggested creating a shared Google Drive/Google Doc system to organize PTO documents and maintain records for future PTO members.
- Mike will create the shared system and distribute access information to the PTO.

Meeting Communication

- PTO agendas and minutes will be distributed to **Board members only**.
 - Meeting reminders will be sent to individuals who have provided an email address and expressed interest in the LMS PTO.
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Sunshine Committee & Teacher Appreciation – Andrea Rutledge

Andrea explained the role of the existing **Sunshine Committee**, which collects and organizes staff and volunteer parent contributions for staff gifts.

The PTO will work to establish a clear distinction between the existing Sunshine Committee and the LMS PTO. **Teacher Appreciation** activities will be a specific area of responsibility for the PTO, separate from the Sunshine Committee.

Teacher Wish List / Potential PTO Projects

Items discussed included:

- 7th-grade field trips, if funding permits, in addition to Student Council support
- Outdoor classroom improvements
- Assemblies and guest speakers
- Armor Card activities and supplies
- Recess equipment
- Outdoor tables
- Ground cover and/or roof covering for the outdoor space
- Stream tables

Outdoor Classroom

The first priorities discussed for the outdoor space were:

- Ground cover
- Swipe card/access system
- Roof or other covering for the space

Potential First PTO Project

- Picnic tables are needed for students eating outdoors.
- Approximately **3–5 tables** were discussed, with **three tables identified as the immediate need**.
- Teacher stipends were discussed for approximately **45 classroom teachers**.
- The possibility of allocating **10–20% of PTO funds toward the outdoor classroom project** was discussed.
- Andrea will investigate and draft a **grant proposal for the outdoor classroom**.

Upcoming Events & Activities – Eli Cox

Eli discussed potential events and activities for the upcoming school year, including:

- Fall Open Gym & Family Night
- Movie Night with popcorn in the gym
- Math Night featuring trivia and music
- Bracket-style game nights, including cornhole, volleyball, dodgeball, and other activities
- Scoops Truck was mentioned as a possible option, based on its participation at a previous event.

PTO Page – Ken Herr

Ken discussed setting up the LMS PTO webpage/page.

Bylaws, Advisory Council & Promotion – Mike Sebergandio

- PTO bylaws are being finalized.
- The PTO discussed collaboration with the Advisory Board and the possibility of incorporating the former Advisory Council structure into the PTO.
- The group discussed the existing **Landisville Middle School Parent Advisory Council** Facebook page and the possibility of merging or transitioning it into an LMS PTO social media presence.
- The PTO will look into opportunities to promote the PTO at upcoming school events.
- Eli offered to create a promotional slide for the PT

Next Meeting

Date: September 16, 2026

Time: 6:00 PM

Adjournment

Mike made a motion to adjourn the meeting. Jeff seconded the motion.

Meeting adjourned at 8:28 PM