

PTO MINUTES

SS Palmer/Parkside Elementary PTO Minutes

October 21, 2013

The meeting was called to order by Nicki Frank at 7:07 p.m.

In attendance: Nicki Frank – present, Michele O'Neill - Present, Brigitte White – Present, Angie Balch –present

Matey's Pizza Report: In the past, the PTO was using West End Pizza as one of our Spring Fundraisers. We have experienced some issues with West End Pizza, so we are looking at different options for Spring 2014. Susie Ahner was representing Matey's Pizza. Susie states that this pizza is served at the Palmerton and Northern Lehigh Pools with different flavors available. Each pizza will be sold for \$6 and the PTO will profit \$2 per pizza. The pizza has a 3-4 month shelf life and they come individually wrapped. They come frozen but they are best served when you defrost the pizza first and then bake. The pizza is the same size as the West End Pizza. It just looks smaller because they don't come in a box. The company will do all the leg work. They will supply all order forms, calculate the orders, deliver, and help distribute. With that being said a lot of help will not be needed for this portion of the fundraiser. All the deliveries will be all in one night instead of two separate nights like in the past. Please understand that these are sold at Country Harvest and the local beer distributors for \$4.99. However, this is a fundraiser; therefore the pizza will be a bit more because the school needs to make a profit.

Approval of Minutes

The minutes were read from the September's meeting and approved. The minutes from September were very lengthy due to it being the first meeting. Jenn Platts made a motion to accept the minutes, and seconded by Larissa Kimmel.

Approval of Treasurer's Report

The Treasurer's report was read from September Meeting and approved. Laura Konze made a motion to accept the treasurer's report, and seconded by Joe Gostonyi.

Old Business – Committee Reports

- **Festival** – report given by Michele O'Neil. Thank you to everyone that helped throughout the weekend. This was the biggest and best year ever! Our profit was \$2,556.99. Thank you again to everyone that helped.
- **Market Day** – report given by Nicki Frank due to Pam Andrews absence. Thank you for supporting Market Day. The next market day pick up is Thursday, October 24th from 7-8 p.m. The truck will come around 6 p.m. Help will be needed to upload, sort and distribute. Also, Pam will be asking the PTO for a check for year book funding. In previous years, there was enough money in the Lifetouch account to purchase a year book for the whole 6th grade class. This year, that's not the case; therefore this is the reason for her request.
- **Computers for Education** – report given by Nicki Frank. This was the first year that we used this company and it worked out pretty well for the first time. Our profit was \$818 for just filling out postcards and returning them back to the school. The company sent the PTO four \$25 Wal-Mart Gift Cards as a thank you for using their service. We want to do this again next year.
- **Fall Fundraiser** – Report given by Lisa Kistler. The apple dumpling portion of the fundraiser had come to an end. We sold 1881 apple dumplings and our profit was \$2,630. The second portion of the fundraiser is Charleston Wrap. All orders will be sent back to the company on Tuesday. Just a Reminder that pick up will be Tuesday, November 26th from 12:30-8 p.m. Update: The truck will now be at the school for 9 a.m. not 10 a.m. like was previously mentioned. Please update your calendar accordingly.
- **Kidstuff Books** – report given by Jen Tobia. We sold 240 books and profited \$3,000. A reminder notice will be sent home on Wednesday to remind parents to return all unsold books. There are 70 outstanding books left. Jenn

is looking for someone to make the copies and distribute to the teachers for Wednesday – Laura Konze volunteered to do this.

- **Box Tops/Labels for Education** – report given by Nicki due to Kathleen absence. Kathleen recently submitted \$381.10 worth of box tops and 2577 points for labels for education. In the past couple months; Nicki used some of the points for balls for playground, chalk, tables, accessories, etc. She will have to get a list of stuff together again to order. Mrs. Strohl 1st class was September's winner. They had a juice and powdered donut party. Congratulations!
- **Book Fair Parkside** – Report given by Nicki due to Karen Thomas' absence. The Book Fair at Parkside was held in the beginning of October. Parkside did an awesome job with the penny wars. They earned \$506.62. Family Night brought in \$57.89 with ticket sells. This event brought in over 70 new books for the library. Total sells was over \$2600. When you see Karen, please thank her for a job well done! This book fair was the larger since 2009. Congratulations to everyone who helped to make this a success!
- **Book Fair S.S. Palmer** – There was no report given due to Linsey's absence. This will be tabled until November's meeting.
- **Clothing and Book Swap** – Report given by Angie Balch. The clothing swap was held on October 12th at the High School. This year we had a lot more help setting up than normal. Thank you for your help. We are still re-evaluating what we are going to do going forward with the clothing swap so the clothing gets to the people that really need. If you or someone that you know are in need of clothing, please let one of the officer's know or Mrs. Brumbach. All the clothing is stored in the basement of the school and can be gone through when needed. **BOOK SWAP:** Report given by Larissa Kimmel. The book swap went very well and she walked out of there with fewer books, so it was a success. She is in need of chapter books for the older children. She has a lot of picture books, but would like to have a variety of books for all. Larissa also added that as she was looking around the clothing swap she noticed that the quality of clothes wasn't there like in previous years. Please keep in mind when you are donating that all the clothing is going back to the community and helping the people in need. So please don't give away your better quality of clothing elsewhere and keep it in our community.
- **Halloween Parade** – report given by Tirzah Henry. The Halloween parade was held on Sunday, October 20th at 4 p.m. It was a nice day with great fall weather. The theme was Minions and the float won 2nd place with a \$75 prize. There were a lot of volunteers to help with the float. Thank you everyone that helped.

New Business - Committee Reports

- **Spirit Wear** – Report given by Michele O'Neill. The spirit wear fundraiser is going pretty well for being the first time doing it. Order forms were sent home October 16th and orders are due back by October 23rd. Pick up will be Tuesday, November 26th (the same day as fall fundraiser pick up). We didn't think it would be a good idea to send items home with the children. Therefore, spirit wear will be picked up in the PTO room and fall fundraiser will be picked up in the cafeteria. This will eliminate any confusion or congestion with the two events. The order form may have been a bit confusing with what logo will be on the shirts. The logo that is on the order form is the logo that will be on the shirts. The sample pictures didn't turn out well either. If you visit our website, there are sample pictures posted that you can view better. Also, in addition to what was sent home, a tie-dye adult t-shirt was added. It will be the same as the youth in baby spider blue and the shirt will be \$15 available in S M L XL XXL (which will be \$2 more). Help will be needed to sort and distribute on this day. Please contact Michele if you would like to help. FYI: Towamensing School has the same person who created the logo and where the spirit wear is coming from.
- **Gift Cards** – Report given by Angie Balch. This is something new that was started for this year and will be an ongoing thing. Last Wednesday, the flyers were sent home with the information about what gift cards are available. Along with the name of the places, are the percentages that the school will receive. This is an easy gift for the holidays or just everyday shopping. You can shop and earn money for the school as well. This event will be in conjunction with Market Day. So the first pick up of gift cards will be Thursday, November 21st. A new flyer will be sent home November 20th, orders will be due December 5th and pick up will be December 19th. There will be two orders before Christmas time. The local restaurants and grocery stores are highlighted to let you know

they are local. The list of gift cards will change every month. For the Movie passes or amusement parks. It would be the flat rate of that time of year you go or for a one day admission. There is no cash value. The expiration of the gift cards are after one year. Angie will verify that statement but she is sure that is correct. April will be the last for the year, just like Market Day.

- **Fall Festivities** – report given by Sue Novak. Fall Festivities will be held on Friday, October 25th starting around 12 noon for setup and then the kindergarten class will start off first around 1 p.m. A flyer was sent home last Wednesday with the map attached of the route the children will be walking. Thursday, October 24th at 6 p.m. will be preparation of the treat bags. They will be meeting at Mary Jo King's house – 70 Ridgeview Drive, Leighton. If you have any questions, please contact Mary Jo at 610-349-9732. Items that you may want to bring with you are 1 cup measuring cup and a stapler. The treats that will be given this year are as follows: orange Gatorade, Boo mix, and book marker. Volunteers will be needed for crossing guards so the children can cross the street with ease.
- **Dance** – Report given by Angie Balch. The first dance will be held on Friday, November 1st from 3-5 p.m. after school. The children are allowed to bring costumes and change in the restroom at that time. In previous years, the fall festivities and dance fell on the same day, but it has changed this year because it is a lot of work to prepare for the dance and watch the children walk in their costumes all at the same time. A flyer will be sent home this Wednesday. Admission will be \$1 and refreshments are \$.25 cents. Set up will be at 1:30 p.m. A lot of volunteers will be needed for this event. Chaperones will be needed between 3-5:45 p.m. (clean up). This year we will have orange drink, water, and snacks for the children. Donations will not be needed. **VOLUNTEERS ARE NEEDED!** Please be advised that this is not a school sponsored event, therefore, clearances will not be needed. Please remember that this is a dance for 5th and 6th graders. You don't need to be a parent of 5th or 6th grade child to chaperone, but other children are not allowed to be at the dance. Copies are needed to be made. Anyone interested in making copies, please contact Angie.
- **Thanksgiving Lunch** - Report given by Nicki Frank. A flyer was sent home last week regarding the schedule for thanksgiving lunch with your child. This is not a PTO event but Mrs. Brumbach requested the PTO to assist. If there is anyone that would like to help the schedule is as follows: Parkside: November 19th from 11:15-12:15 p.m. then will be two sittings. Palmer: November 13th and 14th there will be 5 sittings total for the two days. Please contact Nicki Frank if you would like to help. There are NO walk- ins allowed. If you would like to have lunch with your child, please return your completed form no later than November 1st. A reminder will be sent home!
- **Thanksgiving food drive** – Report given by Nicki Frank. This will be the 3rd year we are collecting food for needy families. Last year we collected enough food for 5 families and the year before that, enough for 3 families. The officers don't know which families will be picked. Mrs. Brumbach decides who will need and she will deliver to their home. Collection of food will start soon and will end on Monday, November 18th at our PTO meeting. You can drop off at the school or bring with to PTO meeting that night. All Thanksgiving type of food is appreciated. If you are donating a turkey, please contact Nicki so it can be kept frozen. If you have a gift certificate for a turkey and don't have time to redeem it, please let Nicki know and she will do it for you. Nicki has arranged for Mrs. Gilmartin's class to assist with sorting of the food and having it ready for Mrs. Brumbach's delivery to the families.
- **Santa's Workshop** – Report given by Laura Konze. The event is normally held the first week of December. The dates will be announced at the next meeting for sure, due to the Thanksgiving holiday and the way it falls. Only dates will be announced. Times will be determined when the time comes closer due to shopping availability times and teachers schedule. The company that the committee chairs are working with may donate decorative bags. Therefore, we will not be in need of wrapping paper or tape this year.
- **Santa's Christmas gifts** – Report given by Laura Konze. Magin Gursky is looking for gift ideas around the \$10 range. Earlier, Nicki sent an email requesting one of the school board members to play Santa Claus this year for the children. In previous years, Mr. Scherer has been Santa. The person that would play Santa does not need their clearances because a teacher will be present during the event. Anne Cronk mentioned about the PTO members dressing up as elves to give out the gifts. She questioned this last year and she was turned down. Nicki will discuss with Mrs. Brumbach to see what the whole situation was about.

- **School Board** – Report given by Nicki Frank. Nicki was unable to attend the meeting but someone did report back to Nicki that there really wasn't anything to report. If anyone is interested in attending a meeting, it would be greatly appreciated. Points will be rewarded for your time and we would like a report on what you have learned.
- **President Report** –Report given by Nicki Frank. First, the clearances are due December 1st 2013. Please don't wait to see if you can go on the field trip and then try to get your clearances. If you can't attend the field trip but have enough points to go, a grandparent or spouse can go in your place, as long as they are a paid member. They still need their clearances in order to go. There was a form sent home that was attached to the school's newsletter. Once you obtain your clearances, please fill out the form and return a copy of the clearances and form to the school. If you are going to be volunteering at both S.S. Palmer and Parkside, you must have a copy at each building. On the form it asks for a description of the reason why you are at the school. You can just write "various PTO events". Please remember that once you obtain your clearances, they are good for the duration of your child's presence within the school district. If at any point, you left Pennsylvania and returned, a FBI background check is required. This may take some time to get back, however if you pay an extra \$1 they will have your Federal background check available for the school to view in 72 hours. Second, copies: When you are going into the school to make copies, please ask Sally for the most updated list. The list on the website is outdated. Anne Cronk will remove from website. Sally will not have Parkside's numbers, but she can call over to Susan to retrieve that information. Also, there are 17 boxes behind the counter for other teachers. Please remember to make 17 extra copies for them. They like to be informed on what is going on too. Third, FIELD TRIP DATES ARE AVAILABLE!!!
 - Kindergarten – May 9th (Tentative date) Steamtown National Historical Site. This field trip will need 1 chaperone per 4 children.
 - 1st Grade – May 23rd Crayola Factory – 1 chaperone per 3 children. Towamensing school will be going the same day so only 1 nurse will be needed.
 - 2nd Grade – May 1st Philadelphia Zoo Return at 5:30 p.m. 1 chaperone per 3 children.
 - 3rd Grade – May 30th – Quiet Valley - 3 chaperones per homeroom. This field trip travels as a class. There are small rooms and not many people can fit. This event is not open to the public, so a parent can't drive there on their own.
 - 4th Grade – April 4th – Harrisburg State Capitol and Museum. 1 chaperone per 4 children.
 - 5th Grade – NO DATE – Easton Canal. No less than 5 chaperones.
 - 6th Grade – April 23rd or 29th Iron Pigs – Educational days - 1 chaperone per 4 children. We requested a rain date so the children have a field trip no matter what. However, if there is a rain date the field trip will be an event game. If there are children that can't go, the extra tickets will be offered for more chaperones, if tickets are still available, they will be offered to the staff.
- **Principal report** –No report.

Questions/Comments –

–Door Prizes – Last month it was mentioned that we are doing away with the monthly door prizes. With that being said, the officers thought it would be a nice gesture to have a basket social in the month of April. April is National Volunteer month. How it will work: for every meeting you attend you will receive a ticket. (Brigitte will keep track of all the meetings you attended), for every 10 points you earned you will receive a 1 ticket. You can use these tickets to put in the baskets you choose. There will be extra tickets sold that night of the meeting if you would like to purchase tickets for your children, because there will be children's items. Or you can buy more tickets for yourself. Earlier in the meeting, it was mentioned about how the PTO received 4 \$25 Gift cards to Wal-Mart. Those will be used for the basket social. This event will be open to the officer's as well. This is a nice way to thank all the PTO members for all their hard work and dedication throughout the year.

Next Meeting

November 18, 2013 at 7:00 p.m., in S.S Palmer cafeteria

Motion to adjourn was made at 8:15 p.m. and was passed unanimously. A Motion was made by Tiffany Macaulay and seconded by Sue Novak.