

# PTO MINUTES

## **SS Palmer/Parkside Elementary PTO Minutes**

*September 9, 2013*

The meeting was called to order by Nicki Frank at 7:10 p.m.

### **In attendance**

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

**Introduction:** Nicki introduces all the officers to the members. Nicki announced that throughout the meeting, if at any time you are interested in helping yourself to the refreshments to please do so. Refreshments were supplied by the PTO officers for the first meeting.

**Superintendent's Report:** Scot Engler is our new superintendent to our district. Thank you for inviting me to the meeting. Revision to the volunteer policy is needed and him being new to the district this is one of the first things that he will be adjusting. There are a lot of people that are very active with school activities; however the district never required our volunteers to have child abuse clearances. The clearances will be needed to chaperone a field trip. The policy and the forms for the two clearances are on the school website [www.palmerton.org](http://www.palmerton.org) for anyone that is interested in proceeding with this. If you visit the website and look for the links to the forms, they should be on the front page because this is only going to be the second reading at the school board meeting on September 17<sup>th</sup>. The total of the two clearances will be \$20. If you have lived outside of PA, you have to do a 3<sup>rd</sup> clearance that includes finger printing. You must get your criminal background first, which is very easy to do. You fill it out and print it right online. The child abuse form must be filled out and mailed in with a money order. Also, you must include a copy of your criminal form when you check the volunteer check box on the child abuse form. All this information is stated on the child abuse form. Nicki and Scot had discussed this previously, Nicki addressed the board and they are all agreeing with the whole procedure. All the officers have already started their process of supplying their clearances. If you already have your clearances; as long as they are within one year's time; you should be okay to just supply a copy of it. Scot did mention that the clearances will not be needed for activities such as the dances, since it is not a school district sponsored event. If you should have any questions, please contact Scot to discuss further. He is excited to be here and to be our superintendent.

**Girl Scouts Report:** Georgeann Seeley is the representing the Allentown Girl Scouts. She was listening to Scot talk about the clearances and the girl Scouts had to do the same thing about 5 years ago. She is glad that we are going to jump on board with the clearances because you can't protect the children enough. The girl Scouts served more than 40,000 girls and 9 different counties in the area. It is a large council. They are always looking for more volunteers that have daughters. The Girls Scouts is a great organization is be involved in, plus a great wait to spend quality time with your daughter; since she was nice enough to demonstrate how time flies. The girl scouts is involved in many things; for an example they collected canned food for the local food bank. She thanked us for the opportunity to speak at our meeting.

**Market Day:** Representative Denise Maza spoke about Market Day and how it is a monthly grocery fundraiser. There are all types of foods to choose from. You can sign up for newsletters with informative information or bonus'. Like you can get \$5 off your first order of \$25 or if you spend \$40 you can get a 5 piece set of bowls with lids. Market Day accepts cash, credit, or check. You can pay on line at the time of your order or send your order into school and pay for it at pickup. There is a 100% guarantee on all the food. If you don't like it you can return the empty box for a refund. Market Day pick up will be September 26<sup>th</sup> from 7-8 p.m. The truck will come around 6 p.m. and needs to be unloaded.

### **Approval of Minutes**

The minutes were read from the May's meeting and approved. Sue Novak made a motion to accept the minutes, and seconded by Anne Howard.

### **Approval of Treasurer's Report**

The treasurer's report looks different than previous. There was a lot of different things to report because of the May and June that Christine started and the start of summer activities and bills, plus change of treasurer. There is no income report for May and June. The CD will be up for renewal January 14<sup>th</sup>. Currently there is \$6,773.96 in the CD. In the playground account, we were getting a dormant fee of \$5 because there was no activity. \$5.00 was deposited in the account so we shouldn't be charged a fee for another year. The Treasurer's report was read from May Meeting to current and approved. Jenn Platts made a motion to accept the treasurer's report, and seconded by Anne Howard.

### **Old Business – Committee Reports**

- **Go Joe** – report given by Nicki Frank. The PTO was invited to participate in the GO Joe event by Holly Sell. She is a Reading Specialist for Parkside, however is also on the Borough council. On July 17<sup>th</sup> the PTO Officers put together a little fun time while we waited for Joe Schneider from WNEP news to bicycle his way through Palmerton. We had games and prizes, baked goods and raffled Bomber items. It was a great way to help earn money for the St. Joseph's Children Hospital. The PTO earned \$200 and the town as a whole earned over \$2,000. Holly Sell and Susie Arner were invited to the event and presented the check on behalf of the whole town.
- **Festival** – report given by Michele O'Neil. Thank you to everyone that helped throughout the weekend. It was the best year so far. We ran out of product for the first time in 4 years. Monetary report will be given at October's meeting due to the fact that Michele is still cleaning up with festival just being the night before plus all the grocery bills were not looked at yet.
- **Description of Points** – report given by Nicki Frank. A PTO point is a chaperone credit. The PTO offers points as follows: 1 hour worked = 1 point. This is broken down to 15 minute increments for ¼ point. You must be a member to earn points for your children. If you have multiple children the points you earn aren't for just one child. All the points you earn are given to each of your children. So you don't have to do extra work because you have more than one child. The people with the most credits/points in your child's class have the first opportunity to go on a field trip. We are trying to cut back on the amount of donations we ask for. So please don't rely on donations as your main source of earning points. These committees don't run themselves, please volunteer your time.

### **New Business - Committee Reports**

- **Budget** – Report given by Angie Balch. A budget was put together to help each committee with money. Not all the committees were budgeted for money because not all need. Prior to this meeting, a committee chair meeting was held and the budget was discussed. Two committees asked to be reviewed and adjusted. The first committee was Bingo; they asked to be changed from \$400 to \$500. The second committee was fall festivities asking to be changed from \$1,000 to \$2,000. If at any point in time, you feel your committee needs more money, please contact one of the officers and they will discuss and decide. A motion was made by Magin Gursky to approve the new budget and seconded by Anne Cronk. The budget was passed! Also, there was a revision made to a submission form that used to be used. The PTO is bringing it back and would like to start using it so it's easier to keep track of the monies. The form will be used with your deposits (Please see guidelines for description of use) Deposits can be made by yourself. You don't need to drop off money at Angie's if you don't want. If you need more information please ask one of the officers.
- **Open Committees** – Report given by Nicki Frank. Dance, Plant Sale and Fall Fundraiser are open. Dance: there were some people that applied for the position. Nicki wanted to wait until this meeting to see if anyone else would be interested. Plant Sale: Jenn Platts will assist Magin Gursky, so the position is filled. Fall Fundraiser: Brigitte White has stepped down from her role as co-chair, so Lisa Kistler will need a co-chair for next year. It would be nice to fill the position now, so the new person can assist and understand what this job entails. This is a very involved position.
- **Hospitality** – report given by Anne Cronk. Right before every meeting, Anne will send an email informing about the meeting and the need of refreshments. Members that come to the meeting can bring an item and receive an extra bonus point. Anne will ask for specifics like Drinks, baked goods, veggies, Fruit, etc. Please email or call Anne to let her know what you will be bringing, that way she knows. If you didn't get an email and you want to

bring something, just let Anne know. WE WILL NOT TURN DOWN DELICIOUS BAKED GOODS, no matter how healthy we try to me.

- **Website** – Report given by Anne Cronk. [www.sspalmerparksidepto.org](http://www.sspalmerparksidepto.org) this website is only used to pass informative information to the membership. The minutes, agenda, open committee's forms, etc. are all on the website. Emails that are sent from the yahoo group consist of upcoming events and reminders. We will not email junk mail. Please remember when you receive an email from the Yahoo group. You cannot reply to the message. Email the person directly. In August, Anne renewed the domain name for 5 years which cost \$337. Although Anne exceeded the budget amount, she will not be asking for money for another 5 years. This was presented to the officers during the summer and they made the executive decision to approve the money. During the festival Anne used the sign up genius for people signing up for shifts to work. This tool worked great and we can use it for other events such as Santa's workshop and book fair. If you do not have access to a computer and can't receive the messages, please contact one of the officers. They will help your further in making sure you get the necessary information. If you would like something on the website, please email Anne the information.
- **Child Care** - Report given by Beth Shirk. Beth has created a fun, yet structured environment for the children during monthly meetings. She starts off with 20 minutes of play time to burn off energy and then she will do different things with them. Each month will be different depending on Holiday or time of year. Child Care starts at 6:45 p.m. with assists from Junior and National Honor society. With that being said, they are still children as well, so we are asking for members to volunteer their time to child care. If you use it, please help one time during the year. If we cannot get people to help with child care, the PTO may have to stop providing child care.
- **Computers for Education Program** – Report given by Nicki Frank. This is something new the PTO is going to try this year. An Envelope will come home with 11 post cards. For each child the returns a completed book, the PTO will receive \$5.50. Even if you just return one it will be .50 cents the school will get. This is a free money fundraiser. We don't have to sell anything, just fill out the post cards. If you send the cards to someone and they purchase two magazine subscriptions, your child will win a "SpongeBob Square pants" shirt. (shirts are displayed in cafeteria.) If you fill out the cards, your child will get a mustache bracelet and light up ring. The company is expected to have a goal of a 195 completed post cards. If we reach that goal it will be over a \$1,000 for our school. There will also be a drawing for the kids to win a media center if the post cards are returned. There are two media centers, one for Parkside and the other for SS Palmer. Good luck to all the children.
- **Fall Fundraiser** – Report given by Lisa Kistler. The apple dumpling fundraiser is coming to an end on September 18<sup>th</sup>. Pick up will be October 3<sup>rd</sup> from 4:30-7:30 p.m. in SS Palmer Cafeteria. If you would like to help sort, the truck will be at the school by 3:30 p.m. **Charleston Wrap:** The fundraiser will start on October 2<sup>nd</sup> and will end on October 16<sup>th</sup>. Pick up will be November 26<sup>th</sup> from 12:30-8 p.m., which is during parent teacher conferences. The truck will come at 10 a.m. that morning, so help will be needed to unload truck and sort for 12:30 pick up. A reminder flyer will be sent home next week for the apple dumpling orders. **Kidstuff Books:** report given by Jen Tobia. The kidstuff books should have been sent home by now. If you haven't received a book, please let Jen know and she will make sure you receive one. These are sample books. If you are not interested in purchasing one then please return back to the school. The books are sold for \$25 and the school profits \$12.50 per book. There are over 400 pages of coupons. If you sell 5 you receive one free. There are 20 different editions for different counties/states. All the money that is collected from these fundraisers goes towards Christmas presents for the children.
- **Box Tops** – Report given by Kathleen Leister. The box tops are collected, trimmed and prepared monthly for a class contest for the children September through May. There are two different items to collect. The box tops which are 10 cents per box top and labels for education which is worth a point, 5 points, 10 points. Last year we earned \$2600 with Box tops and 59,000 points. 30,000 points were spent on supplies for the school. Nicki purchased 18 playground kick balls, 2 folding tables (for PTO room), side walk chalk for each grade, chalk for the teachers and a coffee café for Michele O'Neil for various events. This committee is an easy way to earn points for the people that can't do things during the day. It is a time consuming job but easy to earn. Anyone is welcome to join in the trimming and organizing. Contact Kathleen if you would like to help. Bags will be supplied, so going forward no extra donation point will be available for baggie donations.

- **Market Day** – Report given by Pam Andrews. Market day will be September 26<sup>th</sup> from 7-8. Truck will come around 6 p.m. Help will be needed for unloading and sorting. The money goes towards the 6<sup>th</sup> graders yearbook.
- **Yearbook** – Report given by Pam Andrews. Pictures, Pictures, Pictures...Pictures from any or all school events or trips can be uploaded online for the yearbook staff to look through and utilize. A letter will be sent home later with more information on how to get the pictures to the necessary place.
- **Rainbow Committee** – Report given by Nicki Frank. The rainbow committee is to brighten up someone's day. Such as pregnancy, surgery, death, etc. Example: Mrs. Hunsicker is due in November and the PTO will probably provide her with a gift certificate to Babies R Us. If you know someone that may need uplift in the schools, please share with PTO officers because they may not have heard about it.
- **Ink Cartridges** – Report given by Nicki Frank due to Tricia absence. Tricia collects ink cartridges, laser cartridges, cell phones, mp3, notebooks, etc. and once again for free money. You can collect the cartridges at work and bring them into the school or there is a basket to put them in at PTO meetings. If you have large quantities, please contact Tricia at 640-554-4372 to schedule a drop off.
- **School Board** – The next school board meeting is September 17<sup>th</sup> at 6:30 p.m. on the 3<sup>rd</sup> floor of the Parkside Education building. There are two different meetings. The work shop which is the 1<sup>st</sup> Tuesday of the month and the board meeting which is the 3<sup>rd</sup> Tuesday of the month. The workshop meeting is more laid back then the board meeting. The Officers encourage everyone to go to a meeting. The officers will try to get to a meeting every month. If you see one of the officers there, please sign in with them to receive points for being there. If you go but you don't see one of the officers, please contact them and let them know you went and give an update as to what you learned and an agenda.
- **Beautification** – Report given by Nicki due to the absence of the chairs. The committee was created to make both the schools look as beautiful as possible. Danielle Frank is the chair for SS Palmer and Fred and Melissa Nothstein are Parkside Chairs. It takes a lot of work to pull weeds and such. If you would like to help, please contact one of the above people or just go to the school and do what you feel and let them know your time.
- **Book Fair – Parkside** – Report given by Karen Thomas. Book Fair will be held September 30-October 3<sup>rd</sup>. Set up will be September 30<sup>th</sup>. Shopping will be on October 1<sup>st</sup> and 2<sup>nd</sup>. Family night will be held on October 2<sup>nd</sup> from 5:30-8 p.m. Clean-up will be October 3<sup>rd</sup>. The theme is Reading oasis. A flyer will be going help soon with more information. This event will need A LOT of helpers. Due to the event being at Parkside, the younger children don't understand the value of money and therefore needs assistance is picking out books and such. Book fair is held twice a year one in fall and one in spring, which will be in February 2014. The first fair is a cash profit and the spring fair is when we purchase books for the classrooms and library.
- **Book Fair – SS Palmer** – Report given by Nicki due to Linsey absence. The Palmer book fair will be held October 11<sup>th</sup> – October 18<sup>th</sup>. Set up will be on the 11<sup>th</sup>. Shopping will be 15-18<sup>th</sup> and clean-up will be 18<sup>th</sup>. More information will be sent home soon.
- **Clothing swap** – report given by Angie Balch. The clothing/book/Costume swap will be held on Saturday, October 12<sup>th</sup> from 10-1 p.m. at the High School. Set up will be at 9 a.m. Lots of help will be needed for this event to sort through all the clothing. Two weeks prior to the event, totes will be outside both schools for the collection of items. The books are not collected in the bins. You will have to contact Larissa for that information – she was not present at tonight's meeting. A flyer will be sent home soon with more information. If you would like to help, please contact Angie Balch, Brigitte White or Larissa Kimmel. They would REALLY appreciate the help. After this swap, they will be changing some things with it. They feel that the necessary people aren't getting the potential of the purpose of the swap. All the details have not been ironed out yet but they will be informing everyone what they decided on. If anyone has any suggestions, please share. They were thinking about having the clothing out at all the events and have the clothes sorted that anyone can come at any time and take what they would like. This may be more beneficial all year around instead of twice a year.

- **Fall Festivities** – Report given by Mary Jo King. New this year Mary Jo's chairs will be Sue Novak and Tricia Steinmetz. The fall festivities will be held on October 25<sup>th</sup> in the park. Ideas for the treats will be needed. Think of fun, yet cute and EASY ideas for the treats. Keep in mind, that there will be over 600 made. Please share with chairs if you have any ideas. The children will dress in costumes and walk around the park. There are 3 days to prepare for this event. 1<sup>st</sup> day – meet to discuss ideas. 2<sup>nd</sup> day is October 24<sup>th</sup> at 6 p.m. at Mary Jo's House to prepare the treat and then the 3<sup>rd</sup> day is October 25<sup>th</sup> in the Park to hand out to the children. Anne Cronk will also be there to take pictures of each class for yearbook. FOOD ALLERGIES: if your child cannot have concern things, please contact one of the chairs and they will make a special bag for your child.
- **Halloween Parade** – report given by Jenn Platts due to Joe's absence. They are looking for ideas to decorate the float. If anyone has any suggestions, please share. Joe mentioned airplanes/Turbo the movie. The parade is October 20<sup>th</sup>. The float will be decorated the day of the parade. If you would like to help, please let chairs know. More information will be sent home.
- **Dance** – report given by Angie Balch. The first dance will be November 1<sup>st</sup> from 3-5 p.m. set up will start at 1:15 p.m. A LOT of help will be needed for set up and chaperoning throughout the afternoon. YOU DO NOT HAVE TO HAVE A CHILD IN 5<sup>TH</sup> OR 6<sup>TH</sup> GRADE TO VOLUNTEER! The only thing we do ask is if your younger children are not running around the school or gym while the event is taking place. Therefore, your child can't be unattended. Donations will not be needed since we have the budget put in place now. The children may dress up if they like.
- **President Report** – It was such a long meeting that at this point Nicki only wants to report that Spirit wear with Parkside/S.S. Palmer Logo will be coming out VERY SOON!!!!
- **Principal report** – Mrs. Brumbach...everything she wanted to say was already covered so she shared that if you need anything, please contact her and she will discuss it with you. She mentioned how great this PTO is and what a wonderful job we do for the benefit of the children.

**Questions/Comments** – Magin Gursky wanted to let people know to start thinking of ideas for Christmas gifts for the children. If you have any suggestions, please contact her. Please remember we like to keep it a Bombers item around \$10 per child, depending on the outcome of fall fundraiser.

–Door Prizes – This will be the last month with door prizes. There will be a special surprise at the end of the year to replace the elimination of monthly door prizes. Thank you for your understanding.

### **Next Meeting**

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

Motion to adjourn was made at 9:30 p.m. and was passed unanimously. A Motion was made by Sue Novak and seconded by Robert Balch.