

S.S. Palmer/Parkside PTO Minutes

November 10, 2014

The meeting was called to order by **Nicki Frank** at 7:07 pm.

In attendance

Nicki Frank – Present, Brigitte White – Present, Magin Gursky -Present, Angie Balch –Present

Introduction: Nicki mentioned that there was a bin at the table to put any donations in for the Thanksgiving food drive. You can send them into school this week or next. Mrs. Gilmartin's class will be sorting the items. Nicki does have two turkey certificates that she will be donating. If anyone else has any turkey gift certificates or knows of someone that does not use them please donate them to our food drive. Nicki or a staff member will pick those turkeys up prior to the holiday. If you have any perishable donations please contact Nicki to make arrangements for her to pick it up. Any help in making this a nice meal for families is appreciated.

Approval of Minutes

The minutes were read from October's meeting and approved. Robert Balch made a motion to accept the minutes, and seconded by Jen Platts.

Approval of Treasurer's Report-

Angie didn't have anything for the Treasurer's Report. Jen Platts made a motion to accept the Treasurer's Report, and seconded by Laura Konze.

Old Business –

- **S.S. Palmer Bookfair-** report given by Angie and Nicki. Angie reported the total sold was \$5,004.96. In the fall we always take a profit. We profited \$1,326.53. Nicki mentioned the dates for the next bookfairs. Palmer will be the week of the March 16th and Parkside will be March 4,5,6. These dates have been switched due to Mrs. Brumbach's request so that we are able to use the board room.
- **Halloween Parade-** report given by Robert. He is working on thank you cards that will have a picture of the float to send out. He said everyone who helped did a fantastic job. Our float did take 1st place in the parade but we don't know what that won until received. We had just under 100 kids who signed up. With all the supplies that were not donated Robert and Angie went over their allotted amount of \$250.00. The total cost spent was \$374.55. That was including all the t-shirts and supplies to make the t-shirts. Angie asked to be reimbursed the difference they spent of \$124.55. The members in attendance all approved. No one was against reimbursing the Balchs. Angie also mentioned that everything went well; there was just one child who wasn't picked up right away. Next year, she thinks something needs to be changed to make it even safer for the kids. She mentioned that maybe have a set grade level where if your child wants to be part of the parade a parent must walk with the float. It gets hectic especially when you have a large amount of kids.
- **Craft Fair-** report given by Nicki. It was held on October 25th. We had 25 vendors and yard sales. Everything went well for the first time doing it. It was a very easy day for us. Most vendors supplied us a basket to add to our basket raffle. We are hoping that next year it will grow. It was very successful. Angie reported that we had a profit of \$1,011.67 and in the food portion we profited \$390.20. Angie mentioned that the food did well but was a little short on help. We are in need of 2 chairs to take over the food part of this event for next year. If you are interested please apply on our website.
- **Fall Festivities-** report given by Sue Novak. Everything went well. She hasn't heard anything negative. They finished packing the goodies about 9:30pm on Thursday night. At first it was a little confusing with the am kindergarten but after that everything went well. She thinks it was helpful having lots of photographers on hand. Heather Messinger's husband donated water that was not used due to Mary Jo getting the water from Chris prior. So the water from Heather's husband will be put away and used next year.

- **Halloween Dance-** report given by Angie. It was successful and there were a lot of kids who attended. There was a lot of confusion at first, but that cleared up rather quickly. She used up 30 cases of soda that was left over from the craft show. There are a lot of snacks left that can be used for December's dance. The profit of October's dance was \$236.00. We are looking for a co-chair to work with Amy Carrelli ASAP as Angie will no longer be chairing it.
- **Computers for Education Program –** Report given by Nicki. She reported that the company screwed up. Nicki and Wendy sent in the booklets but the company kept saying they were not received. Wendy did lots of running around to try and find out what happened to them. It turned out the company did receive them but they got mixed in with another school from Florida that also had S.S. in the name. Nicki sent a complete list of every child from our school who completed the booklets. The company will look at orders coming in from the two schools and make sure the correct child is credited. If you know that people ordered, but your child didn't receive the prize please contact Nicki. Wendy will be looking into using a new company for next year. We should receive the check within the next 4-6 weeks. Our profit was \$820.00. S.S. Palmer had \$460.00 and Parkside had \$361.50. There will be 3 teachers (1 from Parkside and 2 from Palmer) that will receive a tote which was the incentive for having the most kids participate.

Monthly Fundraisers

- **Market Day-** report given by Pam. Thank you to all those who helped at the last delivery. This month's delivery will be November 20th. All orders are due to school by Friday November 14th. She mentioned that there is a \$5.00 coupon on the flier to be sure to use it for first time customers. December delivery will be on Friday, December 19th, because of the because of the Christmas Concert on Thursday. If you can help for any deliveries please be at the S.S. Palmer School by 6:45pm.
- **Gift Cards-** report given by Angie. Orders are due on Wednesday. They will be ready for pick up on the 20th from 6:30-7:30. There will be one more sale before Christmas. Those orders will be due by December 3rd and delivered December 11th. Decembers pick up will not be with Market Day due to cutting it close to Christmas. Not every company is listed on the flier that is sent out. Be sure to check the websites as there are a lot available. Wendy is in need of a co-chair. If interested please go to our website to apply.
- **Box Tops and Labels for Education-** report given by Nicki. Believes they are not done totaling the numbers. We will catch up on October, November and December numbers and winners at January's meeting.

New Business - Committee Reports

- **Spirit-Wear-** report given by Steph Bollinger and Steph Meixsell. Forms went out and all orders are due by November 26th. They will be submitting the orders on November 29th. Once submitted they will have a date on when the items will be delivered. It should be about a 2 weeks after November 30th. There are colored pictures of what the items look like on Facebook, our website and the Yahoo group.
- **Thanksgiving Lunches-** report given by Nicki. All slots have been filled except November 19th at 11:30am for 3rd grade. If you can help out at that time please see Nicki. There are three slots open for people to take pictures. If you can help with pictures see Nicki. Thank you to everyone who has signed up.
- **Santa's Workshop-** report given by Amy Carrelli. S.S. Palmer will shop December 8th – December 12th. Every teacher has signed up. Amy will need help December 5th to setup at 11:30am and to tear down on December 12th at 9:45am. We are in need of a lot of help. There will be a paper sent home that has more information. Laura reported for Parkside. They will shop on December 9th and 10th. Setup will be December 8th at 9am in the Board room upstairs. She will be tearing down on December 11th at 9am. Each kid will be getting a drawstring bag for free. Each school will be receiving a free scrolling banner. There are samples on the table if anyone would like a preview of some things that will be for sale.

- **Christmas Dance-** report given by Amy Carrelli. The date for this dance will be December 12th. We will be decorating at 1:30pm. We are in need of help decorating as well as undecorating at the end of the dance. We are also in need of chaperones. Dance help will be 3-5 and dismissing and undecorating will be 5:00-5:30. If you are chaperoning please make note that no kids are allowed there unless they are in 5th and 6th grade.
- **Christmas gifts-** report given by Magin. I had a committee meeting on Monday November 3rd. Thank you to those who were able to attend and those who sent emails. We decided this year we will be giving each child a duffle bag. After going through about 5 different companies I decided to not go with the company we have used in the past. The bag we liked is \$13.00, which is more than the allotted amount of \$10.00, which is \$2,210.00 over our \$6,500.00 budget. The total we would need to purchase these duffle bags is \$8,710.00. The \$13.00 includes the screen printing. A motion was made by Amy Carrelli to go with the \$13.00 duffle bag and was seconded by Jen Platts. We will not be doing any kind of "wrapping" this year. I plan on sorting the duffle bags by class sometime during the first week of December. That date will be announced once I know when they will be delivered.
- **Fundraiser Proposal-** report given by Samantha Green. Samantha suggested Joes Place fundraiser. She explained that the customer will receive a card to take into Joes to pick up the item. Each card will expire 90 days from the delivery date. She would try to make pick up of the cards the same as Market Day or another fundraiser. She was thinking maybe we could swap out of the Spring fundraisers. Items available and profit would be:
 - JR Sub- profit per card would be \$1.50
 - 7-inch cold sub- profit per card would be \$1.00 or \$1.50
 - Regular Cheesesteak- profit per card would be \$1.00 or \$1.50
 - 3 7-inch cold subs & jumbo fry- profit per card would be \$3.00
 - 3 Regular Cheesesteaks & jumbo fry- profit per card would be \$3.00
 Angie mentioned that we need to watch as our Fall fundraisers came in under normal and from the bills she has paid, things seem to definitely be raising. We don't want to have to dip into the savings if our Spring fundraiser also comes in under. Due to the time frame, it needed to be brought to a vote on whether we should give it a try and not do Mateys or stay with the Matey's fundraiser. The motion on the floor passed to go with the Joe's fundraiser and not have Mateys. No one opposed.
- **President Report** – Given by Nicki. If some of you are wondering why there are open committee chairs, it is because Angie will be opening her own business and she needs to step down. Nicki wished Angie luck and thanked her for all her dedication. Angie's new business will be opening next Monday and will be called Balch Soup and Salad.
- **Principal report** – Mary was not in attendance due to visiting her daughter. She was asked to come help care for her new granddaughter. She will be back in school tomorrow.

Questions/Comments – Steph Meixsell asked when Bingo will be. Available and possible dates were discussed. Larrissa will look into finding a hall to have it either 24th or 25th of January or 7th or 8th of February. If there are no halls, maybe we can rent a bingo machine and have it at the high school. More details to come.

Angie also added that if you have any events where you collect money, to please make sure the check is written for the same amount as what is written in the line. Also, at the top of the check please write the child's last name, grade and teacher initial. For example, Frank 6A. That way she knows what check goes with what child if there are any problems.

Hope everyone has a good Holiday!

Next Meeting

January 12th, 2015 at 7:00 pm., in S.S. Palmer Cafeteria

Motion to adjourn was made at 8:31 pm. and was passed unanimously. The motion was made by Sue Novak and seconded by Mary Herrmann.