

SS Palmer/Parkside Elementary PTO Minutes

September 8, 2014

The meeting was called to order by **Nicki Frank** at 7:13 pm.

In attendance

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

Introduction: Nicki thanked everyone for coming. She apologized that due to some health issues Angie Balch would be running tonight's meeting. Angie introduced all the officers to the members. Angie informed members that they can contact any of the officers at anytime. All the officer contact info is at the bottom of each agenda as well as the PTO website. Since this is the first meeting it usually is a lengthy meeting. For anyone who needs childcare we do offer it in the gym. We have students from the high school honor society that help out. We do ask that if you use the childcare, please volunteer one meeting to work the childcare so that the childcare parents can attend the meetings from time to time.

Girl Scouts Report: Larissa Kimmel spoke to the members about signing up for girl scouts as well as some background about it. Girl scouts are always looking for more volunteers. The Girls Scouts are a great organization to be involved in, plus a great way to spend quality time with your daughter. If you would like more information about girl scouts please see Larissa Kimmel.

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 Heather Scheirer. Magin also mentioned there is candy for sale for \$1 that was left over from Family Fun Day. If anyone would like to purchase any please see any of the officers.

Approval of Treasurer's Report-

The treasurer's report includes everything from May 13th - August 31st. All field trips and assemblies have been paid for from 2013-2014 school year. The Certificate of Deposit has been renewed. It will be up for renewal again in January at which time we can decide whether or not to renew again. We have purchased rubber mats for the playground. We will use the funds in the playground account to pay for these. Any money left after this purchase will be transferred to our regular PTO checking account and the playground account will be closed. Larissa Kimmel made a motion to accept the treasurer's report, and seconded by Mary Jo King.

Old Business – Committee Reports

- **Mother's Day Plant Sale-** report given by Magin Gursky. Nothing new to report just that the event went well.
- **Teacher Luncheon-** report given by Mary Jo King. Great turn out. Love doing it every year. Teachers had enough food to eat the whole week. Thank you to Angie Balch who was there the whole day for all your help. I am in need of Co-Chairs for both Parkside and Palmer. If you want to know anything else about this committee fill free to see Mary Jo.
- **Family Fun Day-** report given by Terri Ahner. It didn't go as well as we had hoped. We brought in \$470.00 but did lose \$130.00. However, if we sell all of the candy bars that Magin mentioned we will break even.
- **Track and Field-** report given by Angie Balch. We supplied each child from Kindergarten through 3rd grade with a bottle of water. 4th-6th graders were provided Gatorade and/or water at the track. Moving forward, we will only be supplying water at the request of Mr. Heller. We are currently seeking new committee chairs to take this extremely easy committee over. If you are interested, visit the website to complete an application.
- **Dance-** report given by Angie Balch. Farewell dance was held the end of May. It was a lot of fun. The kids got to do a bunch of different things and we even had a photo booth. Everyone had fun.

- **Festival** – report given by Anne Cronk. She asked if we could wait till October to get the full report from Michelle O'Neil. She did mention that we have dumplings left over that we are selling at our cost of \$2.10 each. If anyone is interested please contact one of the officers. We do have some here tonight for you to purchase after the meeting.
- **Beautification-** report given by Angie Balch. Thank you to Jackie Benedict for getting the schools ready before school started. The PTO helps take care of the flowerbeds at both schools. This is a lot of work and we would like to thank the individuals that took their time to prep the gardens for the first day of school. We are in need of chair people for each building however anyone may garden at any time. Again if you are interested in taking this committee on, visit the website and complete the application
- **Description of Points** – report given by Angie Balch. A PTO point is a chaperone credit. You will receive 1 point for each hour that you volunteer. This will be broken down into ¼ hour increments. You must be a paid member of the organization to earn points. If you have multiple children the points you earn will be issued to each child. They are not divided. You do not have to do extra work because you have more than 1 child. Occasionally, we will ask for donations either monetary or for specific items. You may also earn points for these donations. You will also need to obtain a Criminal Background Check as well as a Child Abuse Clearance in order to chaperone on any field trip. These clearances are once and done. If you have lived out of state at any time, you will need to obtain an FBI check as well. If you need more information, you can visit our website as well as the district site or simply see Nicki Frank or Ms. Brumbach. The PTO does not collect or see these clearances. We are just notified of parents that are cleared.

Monthly Fundraisers

- **Market Day-** report given by Pam Andrews. Market day is a something we do every month. You can order restaurant quality foods and if you are not happy there is a 100% guarantee. We do receive a percentage from the sales that are made. Money earned goes to purchase yearbooks for our 6th graders. Pam is looking for volunteers to help the day of the delivery. This year they have changed how the orders are shipped that all the volunteers need to do is put the boxes in alphabetical order. In order to place an order you can send it into school by Tuesday 9/16 or you may place an order online @ marketday.com. Delivery will be Thursday September 25th from 7-8 in the S.S. Palmer cafeteria.
- **Box Tops and Labels for Education-** report given by Kathleen Leister. There will be a new letter going out this week with more info. The box tops are collected, trimmed and prepared monthly. A class contest is held monthly, September through May. The class with the highest number gets to decide what they want for their incentive. The box tops are 10 cents per box top and labels for education are worth points. Last year we earned \$2775.02 with Box tops and 43,065 points with labels for education. There is \$1,040.50 pending that will be distributed in December. Any box tops submitted until December will be added to this pending amount. This committee is an easy way to earn points for those that cannot do things during the day or would like to help from home. It is a time consuming job but easy to learn. Kathleen is always looking for new help so contact Kathleen if you are interested.
- **Gift Cards-** report given by Angie Balch. Gift cards can be ordered online or you can send order into school. Our school earns a percentage from the sales. They have added some new features such as Reloading an existing card. All orders are due by 9/17 and pickup will be with Market day on 9/25 from 6:30-7:30 in the S.S. Palmer cafeteria.
- **Ink Cartridges-** report given by Angie Balch. We collect ink cartridges as an ongoing fundraiser. Please consider saving your ink cartridges for our school. Tricia Steinmetz is the current chair of this program. She is in need of a co-chair. Visit the website to apply.

New Business - Committee Reports

- **2014-2015 Budget** – Report given by Angie Balch. The final report from 2013-2014 was presented. We earned \$39,732.68 from all fundraisers. We had a total expense of \$37,529.55 making our profit for the school year a total of \$2,203.13. Angie mentioned that we don't have a whole lot to work with due to the cost of field trips, bus transportation and assemblies. She also mentioned some of our cost may be going up due to raising cost of field

trips, etc. On the 2014-2015 Budget report the fundraiser section since we haven't had any fundraisers yet. We used the actual numbers from last year and the numbers that we had budgeted from last year. Most budgets remained the same unless we saw that it needed to be changed. We have \$17,000.00 budgeted for expenses this year. This is a little more than last year which was \$15,000.00. This budget excludes field trips and is only for the committees. If any committee would like to request more money please contact the officers. If it is more than \$100.00 it will need to be voted on at the next meeting. Laura Konze made a motion to accept the budget and seconded by Joe Gostonyi.

- **By-Laws-** report given by Angie Balch. The officers got together and made a few changes. Each change was reviewed line by line by Angie Balch. See By-Law attachment.

Samantha Green said that the change on how chaperones are picked should have been done years ago. Mary Jo King questioned if we were going to follow the Roberts Rule. Ms. Brumbach mentioned there were a few things she also would like changed. Mary Jo King made a motion that we follow Robert Rules and Samantha Green seconded it. There were no other motions or opposes. So with that motion we will be voting on these changes at Octobers meeting.

- **Open Committees** – Report given by Brigitte White. Filled positions are: Parkside Book Fair- Stephanie Meixsell and still needing a Chair, Bingo- Larissa Kimmel as chair and Stephanie Bollinger and Anne Cronk as co-chairs, Computer for Education- Wendi Bartholomew will assist Nicki, Bingo Food- Angie Balch and Stephanie Meixsell, Halloween Float- Robert Balch and Angie Balch as fill in secretary for now. Looking for Co Chair ASAP, School Sign- Jen Sterner and Nicole Coolbaugh, Clothing Swap- Kristy Gable assisting Brigitte White, Beautification Parkside- Lisa Gaffney, Gift Cards- Wendi Bartholomew will assist Angie Balch. Open Positions are: Book Fair @ Parkside- 1 co-chairs- book fairs are held twice per year fall and spring. This is a committee that has a moderate amount of work. As chair, you would work with the company, train and organize your volunteers to have complete coverage, oversee the fair, work with faculty and students, handle cash and financial documents with both the company and the PTO. Book Fair @ Palmer- 1 co-chair- Assist the current chair by helping to set up, help during shopping days, and help to take fair down when event is over. Mother's Day Plant Sale- Palmer- 1 co-chair-Assist the current chair the day of the plant sales and also during plant delivery. Mother's Day Parkside- 2 co-chairs- Assist the current head chair of Plant Sale by running the plant sale at Parkside so that she isn't torn between two schools. You will be responsible for setting up and taking down. Teacher Appreciation Luncheon- Palmer- 1 co-chair- You will assist the current chair in planning, setting up, serving and clean up. Volunteers are needed to help plan, set up, organize, serve and clean up during the luncheon. Teach Appreciation Luncheon Parkside- 1 co-chair- You will assist the current chair in planning, setting up, serving and clean up. Volunteers are needed to help plan, set up, organize, serve and clean up during the luncheon. Santa's Workshop-Palmer-1 co-chair- You will assist the current chair by setting up all items that kids will be able to purchase and also help her take down the Workshop. Ink Cartridges- 1 co-chair- Assist the current chair in this relatively easy position by collecting cartridges and distributing fliers. Halloween Parade- 1 co-chair- Assist the current chair. Decide a Theme for the community parade that we partake in every year. You will need to come up with ideas for what the children will wear, as well as help decorate. You will need to make arrangements for truck and trailer that is safe for the children to ride on. You will also be marching in the parade with the children. School Board- 2 co-chairs-You will be a representative and attend or find someone to attend every meeting and report back to the President before the next PTO meeting. Christmas Gifts- 1 co-chair- You will assist the current chair in helping choice a gift that Santa will give to each child, as well as help sort and/or wrap and then help the day Santa arrives at the schools. Every Christmas, PTO arranges for a visit from Santa who brings a gift for each student and teacher. Committee members select the gifts and sort for distribution. Jump rope for Heart- 1 co-chair- Assist Mr. Heller and the other chair in making this event run smoothly and fun for the kids. Responsible for helping Mr. Heller get sufficient volunteers for Jump Rope for Heart activities for students. Basket Social-Hot Food- 1 co-chair-Assist the current chair with organizing a menu and contacting the membership for food donations. Preparation for supplying all the hot foods at the basket social. Children's Bingo-Bake Sale-2 co-chairs- You will be in contact with membership and look for bake good donations. Help set up for the event and organizing table and price items. Track and Field- 2 co-chairs – You will be responsible to order, pick up and distribute bottled water to K-3 and fill and maintain full ice water jugs for 4-6th.

- **Yearbook/Photography-** report given by Angie Balch. This is new committee that we have started. If you have a good camera and can take great photos, this committee needs you. We will be assigning photographers to various PTO and classroom events to capture the day on film. We will provide you an SD card to use for the event. If you are interested in being part of this committee, please see Nicki Frank after the meeting. We have also set up a Shutterfly share site and currently have all of last year's field trip pictures on the site. This site is secure so you will need to obtain an invitation to view the photos. What is nice about this site is it allows us to display all of the photos not just the ones chosen for the yearbook. Parents can view the events as well as print photos directly from the site. We also sell Shutterfly gift cards through our monthly gift card program so you can buy from us which helps us earn more money for your kids.
- **Apple Dumplings-** report given by Kristy Gable. The apple dumpling fundraiser is coming to an end on September 17th. Pick up will be October 1st 5-7 in S.S. Palmer Cafeteria. If you would like to help sort please contact Lisa Kistler for unloading time.
- **KidStuff Books-** report given by Angie Balch- KidStuff books went home and all orders are due September 19th. Please make sure you send the book back.
- **Computers for Education Program –** Report given by Angie Balch. Last year we participated in the computers for education program. It was very successful for the 1st year so we will be going ahead and rolling it out again. An envelope will come with your children the week of the 22nd. For each child that simply fills in 11 addresses we will receive \$5.50. Even if you simply address one to yourself, we will receive 50 cents. There is no obligation to buy or sell anything. The names and addresses are not sold. There will be incentives for completing the post cards. I encourage you to take 5 minutes to complete this. Wendi Bartholomew added that if you don't have people you can send to, put each name in your household on one. If every child fills out all 11 cards our school will earn a little over \$3,000.00. Send to anyone and everyone as we earn money from the cards being sent not the magazine subscriptions. Anne Cronk asked if the children will be seeing the DVD again this year. Nicki stated that the DVD will NOT be shown this year at all. Last year we earn \$1,234.00.
- **Bomber Fun Run-** report given by Larissa Kimmel. The event will take place September 23rd for grades K-3 and September 24th for grades 4-6. Rain date will be the day after. This event is similar to Jump Rope for Heart where the kids ask people for donations. The run will take place during the school day. There will be different things to do while on the run that are grade and age appropriate. If the kids do not collect any donations they will still be able to do the run. Larissa will be in need of a lot of volunteers. Each run will take 30 minutes. Larissa also has the times each teacher signed up. There will be prizes awarded per dollar amount of donations collected. For any other questions please contact Larissa.
- **Book Fair Parkside-** report given by Angie Balch. Nicki Frank is the stand in chair for the Parkside book fair which will be held on 9/30 and 10/1. We will set up on Friday 9/26 at 10 am. More information will go home with Parkside children as it becomes available. Again if you would like to chair this committee, please go to the website.
- **Clothing swap –** report given by Brigitte White. The clothing/book swap will be held Thursday October 2nd from 3-6pm in the S.S Palmer cafeteria. Bins will be outside of both S.S. Palmer and Parkside September 15th - October 2nd. If you have a large amount and don't want to put it in the bins, please contact Brigitte or Kristy Gable. Flier will be sent home next week with all the info. We will be sorting October 2nd in the PTO room at 12:30pm. A lot of volunteers will be needed for this. If you have any books you would like to donate please do not put them in the bins. Please contact Larissa Kimmel or you may drop them off on Larissa's porch. Her address is 258 Columbia Ave. You may also drop books off in the office. Larissa mentioned that we are really in need of early chapter books. Volunteers will be needed to sort books.
- **Book Fair Palmer-** report given by Angie Balch and Nicki Frank. Bookfair will be held the week of October 13th thru October 17th. Not sure if there will be a Family night. More info will be coming home.
- **Halloween Parade-** report given by Angie Balch. The parade will be October 19th. Robert will be in need of volunteers to help build the float, make costumes, and walk in the parade with the children. There will be a theme needed but unsure if he is going let the kids vote or the committee vote. The dismissal at the end of the parade will be similar to the dance. All permission slips must be filled out and the person on the slip must match

the person picking the child up. Robert is in need of a Co-Chair ASAP that is able to make fliers and keep track of everything. More info to come.

- **Craft Fair/Vendor Blender/Yard Sale-** report given by Angie Balch. We will be holding our first annual craft/vendor sale as well as a yard sale and hot food sale on 10/25. We will be renting 8x6' spaces for vendors and crafter for \$15 if paid prior to 10/17 and a parking space will be \$10. Set up will be 7-8:30 pm on Friday the 24th or 7-9am on Saturday the 25th. Coffee and Donuts will be provided. For more information or an application, please see Nicki after the meeting. Please note that we will not permit any products containing nuts. Will need donations of hot food. Yard sale will be outside, Cafeteria will be food and basket social, Hall and Gym will have the Vendors.
- **Fall Festivities** – Report given by Mary Jo King. The fall festivities will be held on October 31st in the park weather permitting. The children will dress in costumes and walk around the park. There are 2 meetings to prepare for this event. 1st will be a meeting held the 2nd week of October to discuss ideas. 2nd meeting is October 30th at Mary Jo's House to prepare the treat. On October 31st we will need help setting up tables and handing out the snacks to the children in the Park. Bring any ideas of treats to Mary Jo remembering that it MUST be nut free.
- **Dance-** Report given by Angie Balch. The dances are held for all 5th and 6th graders. There will be 4 dances a year with the first dance being held October 31st. Children can come in costumes as this dance is held directly after school. Angie will be needing lots of helping decorating the gym starting at 1:30pm that day, as well as lots of chaperones and help at dismissing the kids at the end of the dance. This dance will cost \$1.00 per child with all drinks and snacks costing .25cents. We will be asking for donations for the snack portion only. All permission slips must be fully filled out or that child will not be able to attend the dance. Angie also reminded the members that you do not have to have a 5th or 6th grader in order to help decorate or chaperone the dance.
- **President Report** – Given by Angie Balch. Nicki won't keep you here any longer than we already have. Please just remember that Nicki's door is always open so to speak and we are wishing you all a wonderful year!!!
- **Principal report** – Ms. Brumbach wanted to let everyone know that if there has to be a change for dismissal to please contact the secretaries by 1pm or preferably in writing. She understands that things come up and can't always follow this which is OK. She mentioned that this school year we have 657 children in both Parkside and S.S. Palmer. Ms. Brumbach thanks everyone for everything that we do and said to keep up the great work. Please feel free to contact her if you need to discuss anything with her.

Questions/Comments – Laura Konze wanted to know if there is anything that can be done to fix the air conditioners in the buildings. She is concerned for the children as well as the staff. She mentioned when she was here for Meet the teacher night she was extremely hot and couldn't imagine being in the school for 7 hours or more. Mary Jo King did suggest that Laura email the School board and Superintendent about this issue. Ms. Brumbach added that it is not a PTO issue. However, anyone concerned should contact the school board. She also said that all teachers try and make it as cool as they can in their rooms by keeping lights turned off, etc. There are ceiling fans in most rooms.

Next Meeting

October 20, 2014 at 7:00 pm., in S.S Palmer cafeteria

Motion to adjourn was made at 8:38 pm. and was passed unanimously. A motion was made by Laura Konze and seconded by Sue Novak.