



S.S. Palmer~Parkside P.T.O.

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November 9, 2015 Minutes

The meeting was called to order by Michele O'Neill at 7:01 p.m.

In attendance: President: Michele O'Neill; Vice-President: Larissa Kimmel; Secretary: Anne Cronk; Treasurer: Melissa Hager; Acting Principal: Dan Heaney; 27 Members

Minutes: Anne Cronk: Minutes from October Meeting read: Motion made to accept by Brandi Kresge, second by Mary Hermann.

Treasurer's Report: Melissa Hager: Still have checks outstanding, nothing else to add. Motion made to accept by Wendi Bartholomew, second by Sue Novak.

Committee Reports / Old Business:

- a. Clothing Swap: Brigitte White: Held on Wed. Oct 21, went well, despite lack of volunteers. Brigitte stepping is down. The next swap is in the Spring. No date yet.
- b. Palmer Book Fair & Penny Wars: Jennifer Sommers - Penny wars was very successful! Mrs. Kistler won Party. Will be held this Wed. \$1,559 in 2 weeks of change. Amazing sales- gave school books valued at \$3,564. Family night was very busy- \$1,400 in 2 hours of sales. Thank you to all who helped!
- c. Spirit Wear: Steph Bollinger: Order sales were up. \$4,928 in sales before costs. Shouldn't be too long before completed and notice will be sent about pick-up date. We will need help separating orders, watch for emails.
- d. Bracelets: Melissa Hager - arriving tomorrow. Sold 224. Ordered 235 to have a few extra in case some wanted to order and didn't get to. Profit \$2,688. Considering another sale if we have enough interest. Need 50 to do a whole order. Will coordinate pick-up with Spiritwear.
- e. Fall Festivities/Parade: MaryJo King/Sue Novak: Sue read note from MaryJo: thank you -about 15-20 helped to assemble the night before. We had great weather and all went smoothly. Kids got to enjoy snacks outside too. Michele added: Staff member sent compliments to Brandi for difficult situation with people being in the way of photographs, and she handled it very well.
- f. Halloween Dance: Amy Carrelli: Had no help to set up in the afternoon. Thinking maybe change date so we have more help, because of conflict with Halloween Parade. Did have plenty of chaperones, however. Received \$185 in donations. Spent \$164, \$23 leftover. \$105 in admission sales. \$105 snacks sold. Deposited \$233.52. Looking to increase our budget for the farewell dance. Would like to change theme so we can rotate every other year. Graduation theme to go with moving up ceremony possibly? If the \$50 each dance we receive is not touched, we can save it up to buy decorations. We will be asking for donations of food for December dance. Michele apologized for last month's misunderstanding-she spoke without having clear/correct information. The money they asked for was not for getting new decorations- it would be backup in case we don't get donations to cover food, drinks, etc. The space behind the gym was organized, and many items are needed- many things were broken. Need budget for each dance to get food if donations do not cover. \$50 per dance. Amy has not priced items yet and will hold to January to price items for last dance to ask for a certain amount. Need a motion to accept the \$50 per dance, motion made by Sue Novak, second by Jenn Sommers.
- g. Vendor/Craft Event: Michelle Gordon-Vendors; Event went very well, thanks to all those who came to help, Total \$861.50 from Basket social, PTO sales of extra items and vendor fees. Kristi Gable-Food sales: Michele reported- thanks to all who stepped up last minute to help when Kristi was sick. Food sales went ok, but we know this isn't a large food sales event. Profit: \$229.50. Extra food held for Dance and other activities.
- h. Open Committees -chairs needed
 - i. Basket Social – 3 people -Michele explained that this is one of our biggest fundraisers. Great for full time working member- it's a weekend activity. If we don't have chairs we will have to get rid of something. You are not on your own- previous chairs willing to help. People are volunteering to

help- need someone to organize. Last year we had \$4000 profit, plus food. We can't afford to lose. Easter is the end of March- so social will push to April. It will be scheduled with train meet as previous years. Steph- Bollinger, seems the most difficult thing is soliciting businesses for support, suggested receiving points if you get a business to donate? If we can get 3-4 people to help chair they can break up and only have to see a few each. Need to do this face-to-face, get better results, harder for owners to say no.

- ii. Childcare during meetings: This is Beth's last year, we need chair to take over for next year.
- iii. Community Festival - need shadows.
- iv. Clothing Swap: as stated earlier tonight, Brigitte is stepping down, need a co-chair for Spring event.
- v. Bingo: Larissa is seeking a chair/co-chair and shadow, reminder this is not a fundraiser-just a fun event for our families, usually held Jan or Feb.

New Business:

- a. PTO Incorporation & Tax-Exempt Status: Melissa Hager, as we explained last month, we are going through the process of getting tax-exempt certificate. In order to do that we need to become incorporated to relieve officers of any financial burden, now and in the future. There is an application fee of \$125. We need to do this so we are legally exempt, we are getting requests from Scholastic and other places (Staples, etc) for certificate. Nicki Frank questioned because we have our Tax ID number, isn't that our Tax-exempt? Melissa and Anne explained no, it is only our Federal Tax ID. Anne explained the law changes in 2006, that we need to apply, it is not automatic. Motion made to apply for Incorporation made by Kristi Thomas, second by Wendi Bartholomew.
- b. Thanksgiving Food Drive: Michele O'Neill: Drive started today. Suggested items to donate: frozen pies, turkeys, canned goods, potatoes, quick breads. Send to school, bins in both schools for items. For PTO members, you will receive 1 point for your entire donation-no matter what amount. Please mark with name. Donations accepted until next Wed, Nov. 18. Admins will be delivered to families on Fri. Nov. 20 so they can prepare items for Holiday.
- c. Thanksgiving Lunches: Jennifer Sommers, sign-up genius is up -link on website. Parkside-Nov 17, Palmer 18 & 19, we need 3 volunteers for each lunch time.
- d. Christmas Dance- Amy Carrelli: Friday, Dec. 11: 1-3 pm set up . 3-5 pm Dance. Accepting donations of items, baked goods, drinks, etc. Will be sending a note home with info. Our DJ has sent a new worker, a bit of learning curve for him, new setup and once he got to know kids it went well.
- e. Santa's Workshop: Laura Konze/Amy Carelli: Parkside- Fri., Dec. 4, 9am set up, kids will shop Dec. 7-8-9; tear down Dec. 10; Palmer- Fri., Dec. 4, 9am set up, kids will shop Dec. 7-8-9-10-11, tear down Dec. 11.
- f. We ordered 174 items- \$757 in bomber items,, including: Ornaments, key-chains, necklaces, etc.. Average price \$4.50 approx. A sign-up genius will be done for volunteers
- g. Christmas Gifts: Magin Gursky: requested opinions on gift on PTO Facebook. Decide on [REDACTED] (*hidden to keep surprise-email or ask officers to get info*) Artwork is included in price. No setup fee. Under the budget given of max \$12- \$11.39 each if order 500, \$7468 at that price for 650 items. Should be less because of ordering more. Motion made to order gifts by Becky Christman, second by Steph Meixsell.
- h. Kid's Bingo: Larissa Kimmel looking for a chair to help. Need to decide on location and date, worked well at high school last year. No cost compared to Fire Hall. As long as we aren't there after hours we don't have to pay janitor. Have to gather prizes. Start planning. Becky Christman stepped up to help-she chaired in years past. Price range for group prize to value up to \$25. Need many items for consolation table- all kids go home with something.
- i. Fundraisers:
 - a. Box Tops/Labels for Education: Kathleen Leister - past month was slower- please keep asking family for them.
 - b. Computers for Educations, January: Wendi Bartholomew- will start the 3rd week of January. Will be contact in Dec. Will not show movie again. Anne asked Wendi to explain for new members: A book of postcards given to each child. Fill out address of friends and family. We get .50 per postcard, no matter what sales are made. If someone orders- child is entered

to win a prize. Usually get more than expected, \$3000 profit last year from company mistake. Class with most participate got incentive. Teacher got gift as well (Tote) last year. Addresses are not sold.

- c. Gift Cards-December Sale: Wendi Bartholomew: a company is ordering staff gifts through our PTO so sending in another order- will arrive Dec 5. 2nd order will be due Dec 16. Use Dec order form for the extra early sale if you need items sooner. November sales of \$3425, \$700 online, \$220.25 profit. Special for December sale: If we get \$150 in Bon Ton orders we get free shipping.
- d. Dine & Donate-Yearbook Fundraiser: Jennifer Sommers/Pam Andrews. This week is Joey B's- all day. Just use coupons, went out last Wed. On website as well. Crowds shouldn't be as crazy as summer rec one because of spread out over the 3 days. Balch's Soup, Salad and More – Dec. 9 - no coupon needed- all day. We get % of all sales. Michele noted this is during Santa's workshop, someone also said they will deliver. Other events held after New Year- will discuss in Jan.

President Report: Michele O'Neill - Information we have so far for field trips: Kindergarten: May 5; 1st: no date yet; 2nd gr.: May 4; #rd gr.: May 5; 4th gr.: May 12; 5th gr.: no date yet; 6th gr.: May 18. Play Day dates: K-1 held May 9, rain date: May 10; Grades 2-3: May 11, rain date: May 12; Track & Field (4-6): May 13, rain date: May 20. Not sponsored by PTO - we only provide water. Will be discussed in January if we will consider giving points for helping. All else is running smoothly! Reminder: no meeting in Dec. next meeting Jan 11, snow date; Jan 13. There is a School Board meeting next Tuesday, Nov 17 at 6:30 pm in Parkside 3rd floor.

Principal's Report: Mr. Heaney, Acting Principal. Mr. Heaney introduced himself, he is acting principal for the moment. He was not sure what to expect for his first meeting so he asked Michele for help, she gave him ideas so he can't take credit. PTO room update: repairs being made to cooler for leaks, hopes to finish this week. Parent teacher conference- week of Nov. 23. School is dismissed at 11:45am. Thanksgiving break- no school-Nov 26 to 30. Report cards go home this Wed. Nov 11. Thanksgiving lunches coming up. Thank for all you do- it is amazing the amount we generate for schools.

Member Question & Comments: Magin Gursky: what was the profit for Bomber Fun Run? Larissa: total profit amount not available yet because we need to purchase incentive gifts.

Tiff McCauley: are dates correct for field trips because of same day for 2 classes? Michele will confirm with office.

Samantha Green: asked to explain about points system: 2 pts per hour volunteered. Points accumulate until Feb 29. As of March 1 for next year. Except 6th grade. 1 pt for \$5 value for donations, consideration is given for work involved in preparing a crockpot of food vs donating a bag of chips for example.

Call to Adjourn: Motion made to adjourn by Steph Meixsell, second by Sue Novak. Meeting adjourned at 7:52pm

**Next Meeting: January 11, 2016 @ 7:00 p.m.; Snow Date: January 13, 2016
No Meeting in December!**