



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

298 Lafayette Ave. Palmerton, PA 18071

sspalmerto@gmail.com • sspalmerparksidepto.org



September 21, 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; Principal: Mary Brumbach; 42 Members

Welcome & Introduction: Michele O'Neill welcomed all and thanked them for attending tonight, she introduced the officers and each spoke briefly about themselves.

Minutes

The minutes were reviewed from May 2015, motion made by Michelle Gordon to accept the minutes, seconded by Laura Konze.

Treasurer's Report- Melissa Hager explained the Treasurer's report. An Audit was conducted in Summer- .45 cent error in our favor. Outstanding checks were recommended by auditor to write off, that will show in next month's report. New Policy for bounced checks, if you bounce a check the PTO will attempt to collect the funds and any fees. If the check is for Fundraiser items they will be held until bounced check monies are recovered. Report cards will be held if money is not recovered. That person can only pay by money order or cash for the remainder of the school year. We have new forms for deposit, to try to keep a better record; will explain more at committee chair meeting next month. Also, we ask that all money be turned over to officers, they will make the bank deposit. Motion made by Michelle Gordon to accept the minutes, seconded by Laura Konze.

Information for New Members:

Michele gave a description of PTO Points and donations. Point System: Points given $\frac{1}{4}$ point per 15 mins (1/hr). Top point earners in each GRADE are invited to chaperone field trips. Must have clearances. Ms. Brumbach explained that PTO pays for field trips. No cost to chaperone to go on trip. There are sign in sheets at all events. Please make sure to sign in to receive your points. **NEW PROPOSAL:** proposal to change point system- (See attached proposal) If approved, any changes will be retroactive to Aug 24 -the first day of school. We need to increase volunteer hours, officers propose "Bonus Point" events- earn double points (2 per hour) only during event- not prepping for event (at home work). Will try to offer during school day, night, weekends. Events as listed on attached. Will be advertised ahead of time to encourage help. The surveys that were sent out last year were all read by Michele over the summer. One of the main complaints was the removal of donations to earn points. This was done to try and increase volunteer hours. It didn't work. So we will be accepting donations once again. For events, we ask that a list of items will be sent out to members (utilize sign-up genius) - we don't need too many of items. Officers propose to give 1 point per \$5 approx. value. No less than 1 point; max of 5 points. For basket social, a basket with \$25 or more value receives 5 points. This will be reviewed along with point system. Cash donations will be accepted at some events- same value, \$5 = 1 point. If you donate cash not in conjunction with event you will not receive points. 6th grade points-we see a drop off of donations and time volunteered from parents of 6th grade students, normally points cannot be earned for current school year after Feb 29. For 6th grade parents only, points will be earned to end of March, to encourage 6th grade parents to donate time/items, especially the basket social.

COMMENTS: Laura Konze- likes the idea of donations - but feels it's not fair to volunteer 1 hour, and someone can donate \$25 and get 5 points. Should we make the money worth less? Maybe $\frac{1}{2}$ point for \$5. A suggestion was made to make all volunteer time worth 2 points per hour, up from 1. A show of hands was taken and majority of members agree we should give 2 points per hour of time. Nicki Frank - suggestion for a Match system -match donations and time- - keep separate tallies on each name with donations, member would have to work equal amount of time for cash/item donations to count. Angie Balch asked about 6th grade, clarify the later deadline - how it's not double dipped if you have a younger student? Michele explained how the points would stay with a younger child for the next year. Officers will discuss and come back with a final proposal at October meeting.

- Background/Child Abuse Clearances - Clearance Night

All members must have them to chaperone dances and field trips. Due by Dec. 1, 2015. We held our first clearance assistance night last Thursday, Sept 17. Well received, we may hold another night in October. The criminal and child abuse checks are FREE now. No reason not to submit! Officers never see the clearances, they go to admin. Members must re-file the Criminal and Child Abuse check every 3 years, FBI fingerprinting doesn't need to be re-done unless you move out of state and come back.

- Child Care during meetings - PTO provides child care during meetings along with help from NHS, NJHS members and 1 or 2 adult PTO members. We need more help! Kids are welcome to come back after meeting to enjoy food. If you

use child care you must volunteer to help during another meeting. This is the last year for our Chair, Beth. Please see an officer if you are interested in becoming a chair or assisting Beth this year. Question was asked if clearances are needed for this as well. Our chair does have the clearances on file.

Committee Reports / Old Business

- Community Festival - tabled until Oct. Not all our bills are in yet. Did well. Festival was open Monday as well, because of closing early Sat. Good crowd. Sold out of our food. Thank you for allowing us to move the meeting to this week to allow everyone to attend the Festival and keep our stand open.

New Business

Officers are reviewing the By-Laws, will be making changes to point system. If changes are made, they will be presented at the next Meeting and then voted on in November.

Open Committees -chairs are needed! Please see an officer if you can help.

- Basket Social – 3 people - Held on a Sat. in March- One of our Biggest fundraisers. Most work done outside of school hours. Past chairs are willing to guide.
- Beautification – Parkside and Palmer - take care of grounds, weeding. Can be done at own schedule.
- Childcare during meetings - Beth Shirk is in last year - need a Chair to take over for next year.
- Community Festival – Current chairs not stepping down yet, but are looking to start training future chairs by shadowing next year.
- Halloween Parade - Robert Balch is chair of float- needs co-chair to do paperwork, flyers, organize. Do not need clearances to help..
- Year Book fundraising - MarketDay closed. Need ideas to replace. All proceeds from this fundraiser provided free year books to 6th grade. We need to raise money to make that up. Pam Andrews is currently the chairperson. Some ideas: restaurant % nights- get portions of sales. No selling- go have dinner, we get the money. Have a few throughout the year. No objections by members. We will be getting a list of places to approach about this.

Fundraisers

- Apple Dumpling - Lisa Kistler - Orders placed last week. Pick up Wed., Sept 30. Sold approx 1200, profit approx. \$2000. John (Nothing but Dumplings) re-opened his business this summer. Price upped .30 cents per. Our price went up to \$4. There will be no Spring dumpling fundraiser.
- KidsStuff Books - Jen Tobia - Handed books out at beginning of school year. Please return either book or \$25 for book. Over 400 pages of coupons. We get half of the \$25. You can sell other editions to people living outside of Valley. 180 sold so far. Over half not returned. Report cards are held if not bought or returned.
- Bomber Fun Run - Thurs., Oct 15 (Rain date- Oct 16) - Larissa Kimmel- We want to double our \$7000 profit from last year. Goal to be able to get rid of other fundraisers. Mailing went out last week. The Course is around the park, will have bounce house/obstacle course. Ask family, friends, for donations, send mailing to out of state etc. Competition this year: Child with donation from the furthest place will get a prize. The kids had a great time last year. Mr. Palazzo will DJ. All kids must wear socks - or they can't go in bounce house! Will be held during the recess hour this year. Need many volunteers. Asking to borrow a bubble machine- or 2-3. Need Tarps, to borrow, and sidewalk chalk donations. Jen Platts suggested asking for donations of socks for those who forgot? Give leftover to school nurse. AM Kindergarten will go at times to be announced later. A schedule will be sent home with times.
- Vendor/Craft Event- Sat., Nov. 7 - Michele Gordon- looking for direct sales, crafters, 10-3pm. Need volunteers to help organize day of. Small basket social in cafeteria, mostly made up from items from Vendors. Anyone can donate for the social. Local business will not be asked so we don't take away from March social.
- Gift Cards - Wendi Bartholomew- Easy money maker for PTO. Purchase a gift card at full value and we get a percent of that amount. Gift cards not big sales as we hoped- Christmas is biggest sales. Previously held monthly. Decision needs to be made do we continue? A lot of work for the little profit. Maybe do 3 times/year - Fall, Christmas, Spring/Easter. Kristi Gable suggested to have pick-up at PTO Meeting since we don't have MarketDay pick-ups. Angie said in previous years she met with people before the pick-up day anyway. Only a few waited to pick-up at schedule date. 1st year we made almost \$3000. This fundraiser is based on volume - if we don't have sales it's not worth doing it. We have lost the awareness of the program within PTO/School. Question was asked by Sue Novak, Can we use credit cards, instead of bank accounts/checks to pay for Gift Cards. People use their credit cards to get points/rewards and this company doesn't accept CC. Suggestion was not to hold sales in Jan/Feb. Because of low sales after Christmas. (Michele noted that postcard program will be done in Jan. instead of Sept. this year.)
- Ink Cartridges -Wendi Bartholomew - We get rebates/cash from cartridges and toner. With the current company, ink cartridges can't be submitted if scratched, damaged. We currently have approx. \$12 in the account. Need to have \$25 to get rebate. Shall we switch companies? Decision made to keep adding with the current company until we can get the \$25. Any cartridge/toners are accepted. We also will be using Staples to recycle and get rewards.
- Box Tops & Labels for Education - Kathleen Leister not present- Larissa spoke on behalf. Thank you to everyone who has sent in labels! We had a great start. Flyer sent home was to increase program awareness. Will not be sent monthly. You can print them from the PTO website. When you send in, mark child's name, teacher's name. Kathleen

needs help to cut, sorting; sign up after meeting. We accept Campbells Soup, BoxTops, & they do expire so don't hold onto them! Lisa Gaffney is now co-chair. We have 37,896 points in our account as of Aug 30. We received a \$200 gift card since then. Previously we used this to get schools' recess fun items for playground etc. A reward party is given to the class with highest class totals each month.

- Giant A+ Rewards/Martins - Laura Konze- Another easy way for the school to receive funds. No cost to participants. Visit Gaintfoodstores.com to register. 1 point for each \$1 spent. Received just over \$800 last year. Only 200 cards were registered last year- we have over 600 families in school. This is separate from gas points. Program runs Oct 9 to March 17. You no longer have to sign up each year. Letter will come out soon with more info. Money does not go to PTO- goes directly to school. Ms. Brumbach said it goes into student activities fund, does not go to general fund. Used for kids. She noted that Target has now discontinued their similar program and it will end at the end of this school year.
- SpiritWear - Melissa Hager - New Idea - Bracelets -another MarketDay replacement? Similar to Alex/Ani type. Would have P "Bomber" logo, Could be sold district-wide, not just within Palmer/Parkside. Bracelet retails for \$20, we pay \$8. Profit \$12 each. We must order minimum of 50 per order, cost of \$400. Made in USA. May have a crystal. Members can see samples at chubbychicocharms.com.

Questions asked: If we agree, can we place a second order for more? Orders would be taken, we just need to order a minimum of 50, but this would be a once and done. We would take orders, not have extra. Maybe get a different design for other years if we want to do again? Kristy Gable asked about the metal -do we have to choose, silver, gold. Do you need all same, or can we get different metals? Offer both metals. A show of hands for more silver orders if we can choose only one. But members feel they could sell gold as well, if available. Silver metal if no 2 choices, Royal blue crystal. We would like to have by Christmas. Send through personal email, and Facebook. Nicki Frank made a motion to accept and order, seconded by Michele Gordon. Steph Bollinger: Concern-Will this take away from spirit wear? Most feel it wouldn't. We will run along with spirit wear to reduce paperwork sent home. Other spirit wear information tabled to October meeting, Steph will have some new ideas to present, still working out details.

Fall Festivities -Halloween- goodie bags made by PTO members given to each child during school parade on Friday Oct. 30- . A meeting will be held on Monday, Oct. 5. 6pm at MaryJo King's house; see officer for address. Meet again Thursday, Oct. 29 to assemble. Letter will be sent home, will have parade route, times, etc. No kids allowed at MJs for meeting/assembly of bags so the kids are surprised. Budget is \$1000. Have water left from last school year to use. Motion made by Laura Konze to accept and seconded by Tiff McCauley.

Palmerton Halloween Parade -Angie Balch- speaking for Robert- Palmerton Halloween Parade is on Oct. 18 at 4pm. Rain date Mon, Oct 19. NEED A CO-CHAIR NOW. Robert needs help with paperwork -permission slips. Theme is voted by students. Help with costumes, build float, walk with children. Students must be picked up by those on slips before the end of parade. If no show- the kids go to Police Station. Candy donations will be accepted. More info to come out soon. \$250 needed to build floats and costumes. Motion made by Laura Konze, seconded by Jen Platts. Since parade rain date is the day of PTO Meeting, we will move PTO meeting to Wed. Oct 21 if parade is on Oct. 19.

Book Fairs:

- Palmer: Jen Sommers- Will be held Oct 26-30. Large amount of scholastic dollars. \$3,700. Reward money of \$1000 to be used on books, for baskets, for teachers, library, and for family night, to raffle off. Made \$1000 on last year's family night. Sending book to admin. to get idea of what they may need that we can spend Scholastic Dollars on. Would like to hold Penny wars-running the 2 weeks prior with winning class getting Pizza Party. Kids enjoy this! Motion was made to accept by Wendi Bartholomew, seconded by Jen Platts. Family night will be held on Oct 29. Noted that Oct 30 is usually just for kids who were unable to go during the rest of the week, no classes get scheduled that day because of Fall Festivities.
- Parkside - Steph Meixsell & Neil Umstead- not present- Michele spoke on behalf. Will be held on Sept 28, 29, 30- setup Monday, 28, shopping in the afternoon. Tues shopping from 9-2, 1 class shops Wed, tear down Wed. afternoon. Need many parents at this event to help kids pick out books.

Dances- 5 & 6 grade-- Amy Carrelli - 10/30, 12/11, 2/5, 3-5 pm, 5/13. 6-8pm. Background checks required to chaperone, you do not need to be 5/6 grade parent to chaperone. We will accept donations of items, or money. Keep it at \$1 fee for students to attend. Set up at 1:30pm. Clean up till 5:30. Chaperones cannot bring other children with them during dance.

Fall Cleanup of Grounds – Gardens outside schools are part of PTO responsibility, because we planted them. Have become overgrown, and overwhelming. Holding a cleanup day, for a few hours on Sat. Oct. 3 to get them to a manageable point. We want to make them shine! Come 9 am to help. Bring shovels, wheelbarrows, trimmers, gloves. We would like to decorate outside of schools for Scarecrow contest in town - Ms. Brumbach said classes do these now.

New Letterhead - We created a letterhead to be used for all PTO communications, it is a photo, to make it easier to insert in documents. This is to keep things organized and easily recognized as PTO communication. Ask all chairs to use on communications to school, and community. Email the officers Gmail to get the image.

President Report - Michele O'Neill - off to great start- please bring new parents/guardians to a meeting and encourage them to join! So many are doing great things- but we will be losing so many as their children move to the Jr. High. She read all the Surveys sent out last year- across the board- donations requested. Also, too much paperwork goes home-cut down on letters sent home. Now have a new Gmail that all officers have access to; this is in place of the YAHOO group that was closed in June. We can email the group, send forms, and you can reply directly to this email. If you have someone else you want to receive the emails- another parent/grandparent please let the officers know. The old Facebook account is now closed because it was not private. This is to protect our kids. New Facebook you have to invited/accepted. No children's photos allowed to be posted. This is just another method to get info out. Jen Platts- she asked if we cannot get papers sent home/go paperless. Unfortunately, this is too difficult at this time to ask the teachers to do this. Families are getting multiples of PTO announcements - the office does not have the family count yet, so many new registrations as school began. Ms. Brumbach noted that family count is only at S.S. Palmer-so if you have a child in both buildings you will always get copies with both children. The office will get family count numbers soon. Finally, a reminder we have Bomber Pride Magnets being sold - \$5 each!

Principal's Report - Ms. Brumbach - Thank you everyone for being here! Make sure to see the gym- new hardwood floor, will have new basketball backboards, all refinished. A pipe burst in Nov. caused damage, floor to buckle. Insurance covered refinishing of the gym. We are the first in district to have Bomber "P" insignia on floor. We've had a great start to school year- let's hope it continues. Agree that it's a good idea to not do gift cards in Jan/Feb. Please call if you need anything- she will get back to you within 24 hours.

Member Question & Comments - no comments
Door prizes given.

Call to Adjourn: Motion made by Tiff Macaulay, seconded by - everyone!
Meeting adjourned at 9:00 p.m.

Next Meeting: October 19, 2015 @ 7:00 p.m. or October 21 @ 7:00 if parade is held on Monday
Chairperson meeting: Oct. 19, 2015 @ 6:30pm in PTO room or Oct. 21 @ 6:30 if parade is held on Monday