



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

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Minutes for Meeting September 19, 2016

The meeting was called to order by Michele O'Neill @ 7:01 pm

In attendance: President: Michele O'Neill; Vice-President: Larissa Kimmel; Secretary: Anne Cronk; Treasurer: Melissa Hager; Principal: Mary Brumbach; 36 members

Welcome & Introduction: Michele O'Neill welcomed all and thanked them for attending tonight; officers introduced themselves and their positions.

Minutes: The minutes were reviewed from May 2016, Motion made to accept the minutes by Sue Novak, 2nd by Tiff McCauley.

Treasurer's Report: Melissa Hager reviewed Treasurer's report, which covered May through August. Called attention to .20 cent not accounted for. Was added back in, no one noticed it was off in April report. It is now corrected. We are Tax-exempt -a 501(c)3, We need to file our 990 by Nov. 15. Everything has to be kept in order, Sales tax exempt status in PA once we file 990. Doesn't affect book fair- we have to pay sales tax because it goes to outside school use. Motion made to accept report made by Laura Konze, 2nd by Kristy Gable.

Information for New Members

- a. Description of PTO Points and donations - PTO points for time donated and items donated. Those with highest amount of points get to chaperone class trips. To earn points- for every 1 hour volunteer you get 2 points. By ¼ hour. Donations are for every approx. \$5 value- 1 pt. Max 5 pts. per donation/event. Try to balance out money and time. For those concerned with volunteer time - many options, during school day, some work at home on your own time. Making copies for flyers. It's not just at school from 8 and 3. Some events cannot have children, (dances, Festival) most can. Signup genius will be done for most. We always ask for a minimum of volunteers, you can still volunteer. Call chairs to let them know when you are able to help. Almost always extra work and space for you to help. We have a new signup sheets to add column for total points to help with tallying.
- b. Background/Child Abuse Clearances - Clearance Night- 9/27, Deadline: Feb. 1, 2017. These are required to chaperone dance and go on field trip. We extended the deadline to get them in to 2/1/17. Used to be Dec 1st. For Dances must be in before dance. The state police and child abuse checks are free for volunteers. Fingerprints are \$27.50. We have a list of who needs to update. No need to redo fingerprints, unless you have moved out of state and back in since last fingerprinting.
Laura Konze asked: must you be PTO member by Feb 1st along with clearances? You need to be a member to be covered by insurance. We put a due date by Sept. 30 on membership drive letter, to encourage members to complete ASAP. However, according to bylaws you can join at any time during the year.
If you come into the building you need to sign a disclosure form to keep on file. Sign once per year per building. On Sept 27 we will hold another Clearance Assistance Night here at SS Palmer. We had good success with this last year. Please remember to bring email password and login

Committee Reports / Old Business

- a. Community Festival (Michele O'Neill): No numbers yet- grocery bill still not in. It was really hot. No record sales this year because of the heat. But we did well considering. Thank you to all those who donated, gave time, prep, cleaning, tents, moving, etc. Thanks to Tara Spiker for new dumplings from East Penn dinner. This is why no apple dumpling fundraiser this year. Had to buy our own containers, etc. It is a lot of work.

New Business

- a. **Open Committees** -chairs needed
 - i. Beautification – Parkside and Palmer - gardens outside both buildings, keep weeds down. If you'd like to go pull weeds on your own -keep track of your time.
 - ii. Childcare - we have care tonight. We begged a couple members, and we have the honor society tonight but no one to chair for following meetings - you do not have to do this every meeting. You coordinate other members to take time to watch kids. Previously, you had to help watch if you used it. HS & JR Honor Society are signed up for the year if we need. We have access to PTO room and Gym. Email will go out if we get childcare chair before next meeting or if you cannot bring your child.
 - iii. Halloween Parade -We have a chair!- Jen Leshner will take this on...more later in meeting.

- iv. Basket Social - Have a great committee but we need a Chairperson
- v. Hospitality @ Meetings, Co-chair - to assist Lisa for each meeting.
- vi. School Sign - we have 2 members need 3rd to help cover.

b. Fundraisers:

- i. KidsStuff Books - October (Jen Tobia) Coupon Book \$25. 50% profit. 400 pages of coupons. Easy toyou're your money's worth. Sales start Oct 17. Runs for 2 weeks. Every child will receive a book. Either purchase a book and send in \$25 or return book to school. Different counties and states available. If you sell 5 books you get a free book. We are holding this sale later this year to spread out fundraisers. We want Bomber Fun to explode this year. Book comes out just as Fun Run ends. That is why they are not out first week of school. They get forgotten the first few weeks so this way maybe they won't get pushed aside. Will rethink timing if it doesn't work.
- ii. Bomber Fun Run: Thurs., Oct 13 (Rain date- Oct 14)(Larissa Kimmel) Letters went out last week. Our 3rd year. Hope our numbers increase. Higher profit margin means less fundraisers overall. 3 different ways to donate. 1) Copies of a letter were given to all students that they can send to family and friends. They can send it back with same letter. 2) - a signup sheet on your letter. 3) New this year- 99pledges.com for online donations. It is a user friendly site. They take 10% of profit that come in online. No fees for setup, etc. You have to add your own child's name -(don't need full name, just first and initial) and your email address. For new members- the Fun Run is an event where the kids collect money as sponsorship, then on Fun Run day our kids go out usually during their recess period, for 30 mins. And participate in a lap around park, among other activities. We have a game theme this year. At each station they will play a game. Bounce house will return. Each child participates if they raised money or not. Brings out Big school spirit! Come out and help, Questions, please contact Larissa. Meeting on Sept. 26th @ 630 and on Oct 4 @ 630. 258 Columbia Ave to help PREP. Please no kids. Sign up goes out this week for volunteers and donations for event. We would like 16 volunteers per shift. Magin Gursky asked what was Profit last year?- Larissa thinks around \$6000. Asked- Can we do color run? We would love to do this- but we are still building this event. So many ideas to do continue to get kids excited for it. If you can volunteer time to help plan please do!
- iii. Vendor/Craft Event- Sat., Nov. 5 @ High School (Michelle Gordon) - 10-3pm New location- hope it helps to double vendors, need help for set up night before and to run event that day. Need help with Hot foods as well. A motion for \$100 for ads, supplies. Motion to allow Vendor event \$100 for supplies made by Kristy Gable, 2nd by Jenn Sommers. If you know any vendors please contact Michelle. Will have a signup genius for donations and volunteers. We also have a basket social. Members and parents can donate a basket for this event. \$25 value for baskets. Every vendor required to donate a basket as well.
- iv. Box Tops (Wendi Bartholomew) - Given by Michele: No longer have Campbell's labels -discontinued. Was a July deadline. Each Box Top is .10cent value. They really add up. Sue Novak asked it be noted that when you send them- they have an expiration date. Please watch this. If they are expired they are thrown out and do not count. In past years we had highest class per month got a small prize/party. Wendy may revamp this incentive. More info next month or email. You can ask family, friends, co-workers for their Box tops as well!
- v. Giant A+ Rewards: # 25965 (Laura Konze) - This is a free program that Giant runs for schools. A % of your amount you spend goes to school. 2 years ago we received. \$1000 or so. Last year, due to unforeseen issues we didn't get signed up. We are once again registered, but because of the gap you must re-register your Bonus Card. Go to Giantfoodstores.com, click on top left hand, savings and coupons. Click on a plus, enter your name and bonus card #, and our # 25965. As long as the school registers every year you don't have to re-register. You can choose 2 schools: PAHS: # 26664/ PAJrHS # 26861. Bonus card is linked by address, The total amount will show on bottom of your receipt. Grab family's cards and register them all under us! Mary Brumbach explained the Money goes into Parkside Palmer Activities account - used for end of year parties, things kids need during year. Not into general school fund/budget.
- vi. Spirit-Wear (Stephanie Bollinger) - We had used the same company for 3 years, we are switching vendors, and adding items. If you want a new item please contact Steph on ideas. Through her email or to the PTO g-mail account and we will forward to Steph. We can get pricing on it, and see if we can add. Will need a new chair for next year, this is Steph's last year in PTO. If you want to shadow to learn it please contact an officer. Hoping to get order forms out sooner than previous years. Previous vendor did a nice job- but not a lot of communication.

- vii. **Dine & Donate** (Pam Andrews) - Given by co-chair, Jenn Sommers- she has no info yet. Will hopefully start in October. For this fundraiser on a designated night enjoy a meal at a certain restaurant, and we receive % of sales.
- c. **Fall Festivities** - October 28 (MaryJo King) -Given by co-chair- Sue Novak- Halloween Parade/Event -the students parade through park and down to Franklin, Delaware in their Costumes. PTO gives snack bags to each child. Approx. 700 bags. Parade in afternoon except AM K. Exact times will come out later. Meeting on Tues. Sept 27 to plan goodie bag, at Joey Bs. Please RSVP by this weekend if you are attending so we can reserve space/tables. Wanting pre-packaged because of allergies. Stuffing bags on Thurs. Oct. 27. More info to follow. Had a budget of \$2000 2 years ago, went down to \$1000 last year because we had donated water. Want a budget of \$1500 this year because we don't have donations. Motion by for a budget of \$1500 for Fall Festivities made by Jenn Sommers, 2nd by Tara Spiker.
- d. **Book Fairs** (Jenn Sommers) - Palmer & Parkside - In we May qualified for a BOGO event, 1 night event, didn't meet the goal for rewards. But good fun night. Fairs will be held this Fall at Palmer: Nov 7-11, with Family night on Nov 10. Parkside- Oct 24-26. Oct 25 family night. Family night we have games, giveaways. They raised our Sales goal to \$2500, from \$2000. We get 50% back if we hit that goal. Currently in our account \$7505 scholastic dollars for Palmer; \$2008 in scholastic dollars at Parkside. Fall will be same as always. However Spring Fairs will only be evening shopping. Not held during the day/in school. This is by request of Teachers and Administration.
- e. **Dances**- 5 & 6 grade- background checks required to chaperone: Dates: 10/21, 12/9, 2/10, 5/12 (Amy Carelli) Given by Michele: 4 dance per year after school for first 3, last one is at night. Change in that it is not held the same day as fall festivities this year. Now the week before Halloween parade. This way everyone has opportunity to volunteer; No one ever wears the costumes anyway, too hot and kids changed before dance. So it shouldn't affect that part. We need a lot of help and donations. They are requesting a budget of \$50 in case they need to purchase if they don't get donations. Motion made to give Dance committee up to \$50, by Michelle Gordon, 2nd buy Sue Novak.
- f. **Beautification**-Fall Cleanup of Grounds: (Michele O'Neill) - Date TBA for cleanup. Usually Sat morning we have parents and kids and teens in need of volunteer hours. Clean up gardens, weed. Watch for info!
- g. **Santa Workshop** (Laura Konze/Amy Carelli) - It was decided from request of teachers, & principal not to hold during day. She doesn't agree with this decision, but is willing to try it this year. After much discussion with committee it will hopefully be held on a Sat. Have a date in mind. Need to clear with school before announcing. We have some ideas for new things, with changes we are going with same company as last year so that we know what we are dealing with there. Last year had ordered \$10,000 in product and sold \$8759. Remaining was returned at no cost. This is for both schools. Last year we got Bomber items, \$757 in glasses, jewelry, necklace, key chains, etc. In the first 2 days, sold 90% of items. Went very well. We would like to do this again and going to push these Bomber items. The challenge to get parents to bring kids out to buy these "junk items" on a weekend/outside of school. She would like it known that last year, at Parkside, she made sure every kid went home with item for a gift.
- Larissa Kimmel asked- can they make a craft as a gift? Laura- time is big issue. Can we get use of gym and cafeteria? Can we have something for parents to do? Rent a reindeer?
- Too early to do it with Vendor show in Nov. it is difficult to do it with vendors anyway. Laura's idea is unless you volunteer to wrap, keep parents out of shop. Want to keep gifts a secret. So have something in gym to for parents to keep busy while kids shipping. Maybe Santa can come? Push communication about Sat. to get kids experience of shopping. Push bomber items. Questions- Amber Messenger- sports on Saturdays, is issue? She knows wrestling has started in Dec. The problem is that if held on Sunday it has to be empty for school on Monday. With a Sat. event we can set up on Friday after school. Volunteers needed! Was asked by member why it can't be held during school and kids shop during Recess? Not possible because of entire grade (100 students) at same time would have to shop.
- Mary Brumbach replied to questions: These events, or all events are too distracting for kids- even photo day is distracting. Remember the kids are here to learn and any distraction isn't fair to kids, even though this is a fun event it is difficult to bring them back to learning.
- Amy and Laura are asking for an amount of \$ 2000 to purchase Bomber items. We will not make money on these items. Even if we don't sell that day, we can sell over the year at other events. Will have Bomber items for parents to buy as well that are different from items offered to kids as gifts. Can we expand our items, to more practical. Larissa asked if they will still inexpensive \$5-7 items. Laura: the most expensive Bomber item was \$5 last year.

Was left to vendor to give us items because of our first year and not sure what we would sell. Rings and some other items didn't sell. They were not of quality. Kids love their bomber items and we will choose this year. Motion made to give Workshop \$2000 for Bomber Items by Steph Meixsell, 2nd by Amber Messinger. Question asked- will you change the ornaments for Bomber items? May go with 2 different vendors for them to get different items.

Michele- To clarify - officers were not part of decision to move outside of school day. We were not involved in decision, this was from Administration. And not all the officers agreed with the decision. Michele did talk to teachers to see what they said- teachers concur that we need to move it from during the day. We agreed to give it a try this year.

- h. **Christmas Gift** (Magin Gursky) - Try to do a new items, opinions, blankets, pillows, duffle bags, long sleeve shirts. Etc. have been done in the last 6 years. Beach towel was requested - which was done 5 years ago. The issue with doing a "different" beach towel is that we cannot get same as last time, so the quality wouldn't be as good. Looking for maybe next year. That way no repeat for kids. Clothing has not been done in 5 years. Looking to maybe do a hooded sweatshirt or sweat pants. Couple of quotes, all local vendors. Magin's idea is for the Bomber Logo on front and Class of "... year" of each class/child. For pants it would say "Bombers" going down legs of sweatpants. Having the graduation year would cut down on lost and found per grade. Anything left in school would be narrowed down to a grade instead of entire school. Got a Price of \$15 for front and back, with white print, royal blue sweatshirt. Bomber Logo. Magin wants the "P" without Plane. Wants to make it look different than other items we all get. Remarks from members- But we are the Bombers, and that is our Logo. What about just the Bomber name? She will get quotes on the logos. Last few years we spent \$12/item. We would like to ask if we can get a motion of \$15 per item. Michele O'Neill - Magin spoke to us already about the cost and the officers agree that we have extra money from last year that we can handle \$15. Along with officers there is a plan in place to get proper sizes for all kids. Price of sweatpants - 2 color \$12 for kids and \$12.50 for adult size. Steph Bollinger: Can we do a smaller logo on right upper chest rather than P Bomber logo large in middle? Magin getting pries and ideas from Vendor. Sweatshirts will be easier to size. A Motion made to allow up to \$15 for Santa Gifts by Mary Beth Zulic, 2nd by Brandy Kresge. We will use the same Santa as last year- he was fantastic and kids really believed! Will need a lot of help to label and wrap. Amber Messinger has tagger for clothes we can borrow. Santa did not charge us last year- was given a gift card. We would to do something for him. Will discuss.
- i. **Halloween Parade:** Jenn Leshner: has a handout for theme. So parents have an idea on what we need to get for the parade. Theme is *Learning is our Super Power*. Need lots of help, info will go out. Motion for same amount as last year of \$250 for supplies. We have donation of truck and trailer. Motion made to give Parade \$250 for supplies by Tara Spiker, 2nd by Lisa Kistler.

President Report - Michele O'Neill please encourage other parents to join. Please shoot down ugly rumor that meetings are mandatory. Or that if you don't attend you can't be a part of PTO. Meetings are not required. Santa Workshop and Bookfair changing to out of school.. For Bookfair this is a comprise for Fall in school, spring at night- because of PSSA's. We have a "copy" group, if you are interested to help make copies, please let us know. Can make copies at work or come into the school during the day. In May we honored the retiring teachers, 4 teachers and secretary - they were so appreciative.. Cannot believe our kindness and how much it meant to them. We sent them flowers by member's suggestion. Mrs. Gorman was having a bad day and was upset about leaving. It meant so much to get the flowers to brighten her day. We are looking forward to great year- good response from new parents at Parkside. Lots of new parents stepping up! Thank you!

Principal's Report - Ms. Brumbach - thank you so much for all you do, apologize if offended by cutting back during the day activities. The teachers want this. Hopefully we will have AC next Sept! Before school started in Aug on in-service day we got chillers on roof. Sat of festival weekend got steel girders for roof. So this is happening! The 1st week of school was cool, 2nd and 3rd not so much. But not completed before next School year begins. Will be done summer 2017.

Member Question & Comments : None

Door prizes given out, rare keychains, pillows, the COOKBOOKS! Thank you too all!

Call to Adjourn @ 8:43, Motion made by Sue Novak, 2nd by Michelle Gordon

Next Meeting: October 17, 2016 7:00 p.m.