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April 9, 2018 Minutes

Call meeting to order: Michele O'Neill @ 7:04pm

In attendance: President: Michele O'Neill; Vice-President: Michelle Gordon; Secretary: Anne Cronk; Treasurer: Melissa Hager; Principal: Mary Brumbach; 14 Members

Minutes from March Meeting: Anne Cronk, no changes/corrections. Motion to accept made by Sue Novak, 2nd by Kristy Gable.

Treasurer's Report: Melissa Hager – wrote \$7,000 in checks for trips this week, (April report). Next month need a CD rollover vote- also Playground account is on hold yet- equipment needed is more than we have- so still in research. Can we roll-over to regular account so that we can close playground account? Motion to accept minutes made by Mary Beth Zulic, 2nd by Tara Spiker

Old Business / Committee Reports

a. Fundraisers:

- i. Spirit Wear: Michelle Burkett/Becky Christman – submit for a date for distribution – have items in hand now- but need to sort this week. Not a big order. Within the next 2 weeks will have pick-up- with PSSA's going on- need to wait and work with School. Possible April 19 or 26.
- ii. Box Tops: Wendi Bartholomew – no update this month- please keep sending in- Winner announced end of May for reward.
- iii. Dine & Donate: Pam Andrews/Melisa Beahn -- West End Saloon – March 20, P.J. Whelihan's – April 11, Joey B's – *TBD* A heartfelt thank you to everyone who came out and supported the PTO at our first Dine and Donate of the year that was held at the West End Saloon in March. The Saloon's support and donation are truly appreciated. Our next Dine and Donate is schedule for this Wednesday at P.J. Whelihan's in Lehigh. If you do not have a coupon for the event, you can just inform your server that you are dining to support the PTO. A percentage will be donated for dine-in or take-out. This is an all day event, so you can purchase lunch or dinner. Still waiting to hear back from Joey B's to confirm our May dates. West end Saloon was not lucrative- only \$65. This fundraiser is what covers 6th grade year books- Michele would like to discuss PTO general funds be used to cover if Dine & Donate does not meet cost. 2017 yearbook cost was \$1065. Mary Brumbach noted- Dine & Donate was night before 2 days of snow- so snow sure had to do with it. And it's better than nothing. In the event we don't get enough can we put up to \$1500 to pay for 6th grade books? Tara Spiker made a motion to not to exceed \$1500 to Yearbook Committee to cover 2018 Year Book costs. 2nd by Mary Beth Zulic. All in favor Motion passed.

New /Upcoming Business

- a. Field Trip- Chaperones, Background Checks: Anne Cronk – Contacting chaperones was taken over this year by the PTO. Teachers gave us the number of chaperones needed per grade and we went down the list by points. It's been a long process between the point tally's and contacting chaperones- but hopefully this will be a bit better system and give some relief to teachers schedules. If you have any questions about chaperones please see me.
Background checks- anyone who was active the first year these were required- 2013- will need to renew their Criminal Check and Child Abuse Check. You do not need to re-do fingerprinting as long as you remained a resident. Also- we came across a few people that we were missing some of the forms in the school file- if you want to check with us on if your form is on file please see me. If you have been invited to be a chaperone that means there is no issues and we have your clearances.

Also- please be aware that the Fingerprinting company for PA has changed and it is taking a bit longer (right now a 10 week backlog) so if you need to get it done- do so ASAP. You can submit all those forms at any time – do not have to wait until next Fall.

- b. Play Day/Field Days: Jackie Harmady – Flyers and Info will be coming home soon
K & 1st – Tues. May 8- AM raindate- May 10, 2nd & 3rd – Tues. May 8- PM raindate May 10
4th, 5th & 6th – Fri. May 11 @ HS raindate May 25
Last year there were spectators and not a lot helping the younger grades- So, this year spectators may be asked to help – not allowed to just watch. We need a lot of help with K-1 not many volunteers – please consider coming to help!
- c. Teacher Appreciation Luncheon, May 8: Jenn Lax/Steph Miexsell/ MaryJo King - Lunch letter to go home next week hopefully for food donations. PTO Room and Parkside –not sure yet. Might be Art Room.
- d. Mother’s Day Plant Sale: Magin Gursky – same greenhouse as previous- Parkside- May 9, SS Palmer 9/10. Wed & Thurs. Delivery Tuesday, May 8th - Time TBD- Need parents to help at both, especially at Parkside. Last year we ordered more and we had way over, would like to lower number to what we ordered 2 years ago to 1800 plants. Again will order sleeves. \$1.50/plant- not fundraiser- we do make a small amount after paying for plants. Sold 200 leftover last year at half price. Motion to purchase 1800 plants made by Kristy Gable, 2nd by Steph Miexsell. No one opposed Motion passed. Please save shoe boxes to send in – or other small boxes. Laura Konze will get some boxes from Giant for us.
- e. Farewell Dance, May 11: Amy Carrelli - final dance, 6-8pm. all food is free- need a lot of donations.. Setup after 3:30pm ,This is also field day and K field trip.
- f. Book Fair: Jennifer Sommers - Thurs. May 3. All Books and toys are BOGO More info to come home soon. Thank you to all the volunteers who help bring BookFair to students. Same night as BINGO for Books, so prizes for Bingo are books from BookFair. Bingo is usually 6-7pm –flyer will go home soon for that as well- that is run by School not PTO.
- g. Fundraisers:
 - i. Basket Social April 15, PHS 10am-3pm: Michelle Gordon & Committee –very grateful to families who adopted classroom baskets this year to fill them out. Still accepting baskets- not having anything come to school so arrange with Michelle Gordon- or drop off at O’Neill’s house. Will need help about 7:30am Sunday to set up baskets. We have to do all the setup that morning. No access Sat. Presale not as big but went ok. Share the FB event page!
 - ii. Basket Social Hot Food/Bake Sale: Kristy Gable – still need some items, we will set up at 8am. Food needs to come as it’s served- drinks cold, food hot etc. Baked goods- we appreciate any and all.
- h. Website & Domain Chair/Designer, expires Aug 30, 2018: Anne Cronk We began the website in 2010, and renewed domain and hosting with GoDaddy for 5 years in 2013 for a total of \$337.91 which at the time- I said would get the PTO through my tenure here. This expires end of August. So this must be voted on next month – we must renew before next school year begins. I don’t mind helping for next year to continue it but not if we don’t have someone in the wings to take it over – it’s too much money to waste. I use my own software and I designed the website- but it can be switched over to a GoDaddy web based program. If you know of anyone that can do this please suggest.
- i. Officer Nominations & Elections – In May voting will take place for 4 officers. We would like to see as many people as we can for that. Putting together responsibility that officers have. And that is not written in stone. Time has a large part of what responsibilities are beyond basic

President Report: Michele O'Neill - Administrative asst day in April – we give flowers to Secretaries- we get from Kunkletown Floral for \$20 The Secretaries help us so much we like to show our appreciation. Motion made to spend \$20 per for Floral Arrangement by Tara Spiker, 2nd by Michele Burkett. No one opposed, Motion passed

Michele, Anne, Melissa have decided to step down from Office and not run next year. Nominations will be going out soon – email will go out with details of duties. Doesn't have to be someone who comes to meetings all the time- we have many qualified members- Sue Novak suggested changing flyer to add that we are not re-running. Mary will make changes

Enjoy the field trips. No gift shops, words, pictures, etc.

Principal's Report: Mrs. Brumbach - if 2 hr delay tomorrow- there will not be PSSA testing. Current Officers have given a lot and want to see the good work that's been done continue. We need to work on the Officers. – get the word out. It's been a very successful PTO. Can't believe its April – snow is not helping- Thank you for all you do. Had an issue with email last week of March- so if you didn't hear from her- that is why- emails were "lost in cyberspace" for a week and a half. Last day is now Thurs. June 14. 6th grade Moving Up Ceremony is Wed. June 13

Member Question & Comments – no comments/questions.

Call to Adjourn – motion made by Steph Meixsell, 2nd Kristy Gable @ 8:01 pm

Last 2017-2018 Meeting: May 14, 2018 7:00 p.m. – Election of Officers