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April 8, 2019 Meeting Minutes

Call meeting to order: Michelle Gordon at 7:01 pm

Pledge of Allegiance

In Attendance: Michelle Gordon, President; Jennifer Sommers, Vice President; Andrea Hahn, Secretary; Melisa Beahn, Treasurer; 24 Members. Special thank you to teachers and staff for all of the food donations for the April meeting.

Minutes from March 11, 2019 Meeting: Presented by Andrea Hahn. Motion to accept made by Laura Konze, 2nd Amber Gorman. All in favor, no one opposed; minutes approved.

Treasurer's Report: Presented by Melisa Beahn. It is starting to get busy and things are picking up. We purchased a Square Reader; used a Basket Social. Will see \$.01 charge for confirmation of account plus the deposit. Also received \$88 donation from Aetna; have received more than \$400 (two checks) through a member who participates in the Aetna matching program. Motion to accept made by Laura Konze, 2nd by Mary Herrmann. Motion passed. All in favor, no one opposed; reports approved.

Old Business/Committee Reports:

- a. Spring Spirit Wear Sale: Michelle Burkett/Becky Christman – updated provided by Michelle Gordon; aiming for pick up to be held at S. S. Palmer cafeteria on April 16 from 6 – 7:30 pm; sorting is anticipated around April 11; more details will follow from committee
- b. Kids Heart Challenge (formerly Jump Rope for Heart): Amber Gorman/Melisa Beahn - Amber Gorman shared that a total of \$17,850 profit for American Heart Association. Thanks to all members for volunteering and all that you do. Michelle Gordon reminded people to remember this amount of money when fundraising for bomber Fun Run.
- c. Spring Fundraiser - Gertrude Hawk: Tina Reph – Tina not in attendance, update provided by Michelle Gordon – delivery truck arrived about 4 hours early and resulted in the custodians helping to unload the delivery. Paid \$5482 to Gertrude Hawk and brought in a profit of \$3552. Not having a PTO room continues to be challenging – orders were lined up along the wall for pick up and those orders not picked up needed to be taken to the office.
- d. Basket Social: Michelle Gordon/Tara Spiker; Basket Social Hot Foods: Kristy Gable. Update provided by Michelle Gordon - Basket Social accepted credit cards for the first time which resulted in credit card sales of \$214.50, a fee of \$6.21 for a total net of \$208.30. Sold \$115 of Spirit Wear sales. High end tickets \$360, presale tickets \$230, day of ticket sheet sales \$26676 and hot food sales of \$648.50 resulted in grant total of \$3183.69 profit. Basket donations were down and resulted in need to supplement with additional items. We will no longer partner with the Train Show – there was no where to park; seeing a full lot impacted people who would typically drive by and stop in as they saw there was nowhere to park. Last year brought in about the same amount of profit when we did not partner with the Train Show. Thanks you to all the volunteers the day was great. Thanks again for all of your support.
- e. Spring Clothing Swap: Sarah Mantz – Donations were down but there was a good turnout. Sarah kept the baby and school age clothes for upcoming swap; donated adult clothing and shoes.
- f. Box Tops: Wendi Bartholomew – Box Tops program is changing and going all electronic as of June; the APP will be needed. Box Top submissions are down and foresee this continuing to go down with required use of the APP. Please begin to use the APP. More info will be shared. Michelle shared that we will be looking into a new program – Coke Gives. You can submit the codes from the bottle caps for points/donations. Once we reach \$25/quarter, PTO will receive a check. Wendi has offered to help.
- g. Palmerton Community Festival: Michelle Gordon/Laura Konze – Michelle and Laura attended the last meeting; received 20 \$5 Treasure Chest tickets to sell (all cash prizes between \$100-\$500); sale of tickets

goes towards Festival and helping to keep rent down. Laura reminded the group that the Festival will be September 6, 7, & 8, 2019; this gives you five months to plan to help and request off from work. Michelle shared that the stand will need to be inspected and work to be determined. Former committee chairs noticed two years ago that it will need repairs; the stand is outside in the elements all year; will need a truck to pull the stand to the Festival. Will need a budget – will review stand and propose next month. Mary Stahler suggested asking Palmerton Lumber for donations; must have materials list. Please spread the word to Kindergarten parents that Festival stand help is needed.

- h. BOGO Book Fair: Jennifer Sommers - BOGO Book Fair will be held on May 14. It is a busy week but it will be tied to Books for Bingo from 5:30 – 7:30 pm. We are looking to hold it in Mrs. Remaley's room. Set up Monday before/after PTO meeting. Watch for more info.

New /Upcoming Business:

- a. Field Trips & Chaperones: Michelle Gordon – notifications have gone out to chaperones. Solid response except for Kindergarten and First Grade; need to recruit more for these grades – Kindergarten requested 20-25, have 18 for LV Zoo on 5/23. First Grade requested 16, have 11 for Crayola Factory on 5/20. Clearances must be on file. See Michelle Gordon after the meeting if you are already a chaperone and interested in chaperoning K or 1. Be on the look out for the Code of Conduct – remember, do not post photos online! There are many parents who do not want their children photographed. You may take photos of your own child but be aware of background and not photographing others. Share photos via text and not online.
- b. Play Day/Field Days: Michelle Gordon/Lacey Barachie – Michelle Gordon shared that help is needed with younger children. If you are coming to watch, please help and don't just be a spectator. Laura asked when teachers would like water; Melisa suggested by Monday, May 13 so the teachers can label and chill the water. Thank you Laura for the water donation!
 - K & 1st – Tues. May 14: 9 – 11 am (rain date May 15) (Park)
 - 2nd & 3rd – Tues. May 14: 12:30 – 2:30 pm (rain date May 15) (Park)
 - 4th, 5th & 6th – Wed. June 5: 9:30 am – 2:30 pm (rain date is every day following) (High School)
- c. Mother's Day Plant Sale: Magin Gursky – delivery will be on May 7 at 9:30 am. Plant sale cost is up from \$1.20 to \$1.25; plants going from 4" round pot to 4.5" square pot. Will sell for \$1.50, as usual. Sales are May 8 at Parkside and May 9 at S. S. Palmer.
- d. Teacher Appreciation Luncheons: Parkside - Stephanie Meixsell & Jen Lax; S. S. Palmer – Laura Konze & MaryJo King – No update for Parkside; Laura provided up for S. S. Palmer – great day to show appreciation for our teachers. Monetary and food donations are appreciated. Monetary donations are often used for Subway purchases for both schools. If you donate a homemade dish, please include the recipe. The Appreciation Luncheon for both schools looks like it will be on May 15. Laura needed a co-chair for next year; Jennifer Leshar volunteered.
- e. Farewell Dance: Laura Konze/Amy Carrelli – May 17 from 6 – 8 pm. It is an extremely busy day and week. The children dress up, food is free, admission is free. Will need help setting up – time TBD. Secured large amount of luau decorations on sale. If you sign up to donate an item – please bring it. If you can't bring it, please let someone know so the item can be purchased. Please and thank you.
- f. Website & Domain Chair needed: Michelle Gordon – need someone to take over website responsibilities. Post minutes, agendas, make changes, put dates on calendar, etc. We need to keep the website up and running. Amber Gorman volunteered – thank you! Andrea Hahn to make introduction between Amber Gorman and Anne Cronk.
- g. Officer Nominations & Elections: Jennifer Leshar – Will connect with Ms. Brumbach; nomination form will be sent home April 24 and due back by May 7 with election/voting to take place at May 13 meeting. The nomination form includes names and roles of current officers; you can nominate them again or nominate someone new. You must be an active PTO member to nominate a candidate and to be nominated. Jennifer will contact all nominees; if you do not reply, you will be removed from the ballot.

President Report: Michelle Gordon – Michelle reminded everyone that the week of May 13 will be a busy week and help will definitely be needed. Reminder if you chaperone the Farewell Dance – your responsibility is with the kids; you are a chaperone not a photographer. Please remind parents of younger students to join PTO; let them know they need to be

members in order to be eligible to chaperone field trips. We continue to see a decline, as do other organizations and we cannot run the number of events we hold without the help of volunteers. We desperately need volunteers – time is more valuable than money. We will be losing a lot of volunteers as their children age out. Thank you to everyone who helps. Please don't forget the Treasure Chest tickets.

Principal's Report - Ms. Brumbach – Ms. Brumbach was not in attendance due to a conflict.

Member Question & Comments – Laura Konze asked if PTO Facebook can be open to the public in order to share events and promote what we don't. It was previously a challenge to get the FB page approved. Michelle will look into how we can share information more publicly if we limit who posts and don't allow pictures, etc. in order to promote events open to the public such as Basket Social and Craft Fair. Much discussion around ideas to help “market” PTO and all that we do – display board, flyer, presence at Meet the Teacher night (officers historically/currently do attend), conferences; banner; possibly consider a marketing subcommittee to put ideas together and boost membership; let people know they must join to become eligible to chaperone events.

Call to Adjourn - Motion to adjourn by Laura Konze, 2nd by Wendi Bartholomew. Nobody opposed. Meeting adjourned. Thank you!