



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

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## September 17, 2018 Meeting Minutes

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

### Pledge of Allegiance

**In Attendance:** Michelle Gordon, President; Jennifer Sommers, Vice President; Andrea Hahn, Secretary; Melisa Beahn, Treasurer; Mary Brumbach, Principal; 45 Members

**Welcome & Introduction of Officers:** Michelle Gordon. Welcome to everyone, glad to see many new members and returning members. All officers are new to their roles, thank you for your support as we adjust to the roles. Looking forward to a successful year.

**Minutes from May 14, 2018 Meeting:** Presented by Andrea Hahn. Motion to accept made by Kristy Gable, 2<sup>nd</sup> Laura Konze. Nobody opposed. Minutes approved.

**Treasurer's Report from June, July and August 2018:** Presented by Melisa Beahn. As part of Treasurer's Report, Melisa Beahn brought to the attention of members that the Playground account has been sitting inactive for three years with \$1003.21 in the account. If nothing is done with the account by the end of September, the account will be considered dormant and will be hit with fees. Mary Beth Zulic questioned if swings were ever looked into or replaced. As far as officers are aware, no action was taken. Melisa Beahn proposed moving the funds and working with Mary Brumbach and gym teachers to identify a need for the funds. Laura Konze motioned to take action to investigate using the funds. 2<sup>nd</sup> by Sarah Mantz. Nobody opposed. Motion passed.

Laura Konze questioned if account audit was completed. Michelle Gordon and Melissa Beahn acknowledged that the audit has not yet been completed, but is anticipated to happen in the next month. Tiffany McCauley motioned to accept the Treasurer's Report. 2<sup>nd</sup> Mary Beth Zulic. Nobody opposed. Motion passed.

### Information for New Members:

#### a. Overview of PTO Points and donations

Two points are provided for every one hour volunteered; broken into 15 minute increments. We are in need of volunteers and will take any time that you can give to us. There is no cap on points earned for volunteer hours.

One point is provided for every \$5 donated; up to a maximum of \$25 (5 points) with the exception of Basket Social (there is no cap on monetary value able to be donated)

If you have any questions, please see officers after the meeting. Points are used to determine chaperones. Chaperones are determined grade by grade, not class by class.

#### b. Volunteer Clearances – Background & Child Abuse: required for chaperones

Must have clearances on file with the school office (PA State Background Check and Child Abuse Clearance). Clearance checks are free for volunteers; check the PTO website for links to obtain clearances. If you have not always lived in the state of Pennsylvania, an additional criminal background check is required. Clearances are good for five years.

Clearance Night - TBD, Deadline to have on file with school: February 1, 2019

Clearances must be sent to school office, not PTO. Deadline is February 1, 2019 to have clearances on file with the school district or you are not eligible for chaperoning and no chaperoning can take place until clearances are provided.

Laura Konze inquired about that status of people's clearances who originally filed them. Michelle Gordon encouraged anyone with concerns about the validity of their clearances to check with the school

office regarding status.

Tarah Greenawalt asked how long clearances are good for? Michelle Gordon shared they are valid for five years.

Principal Brumbach shared that they must be current. If there is a problem, the office will contact the parent.

### **Committee Reports / Old Business:**

- c. **Palmerton Community Festival:** Michele O'Neill/Anne Cronk/Melissa Hager  
Update provided by Michelle Gordon. Thank you so much to everyone who supported the Festival stand. Despite the rain, we had a pretty decent weekend and pretty much sold out. Total of \$4880.50 from register at Festival. Don't have total profit yet as we don't have the Country Harvest bill. Festival is a big fundraiser. We need new committee members to continue participation. If we pull out of the festival, we lose grandfathered rate and if we stop selling crepes and apple dumplings, another organization can begin to sell them.  
Laura Konze asked when monthly meetings start? Michelle Gordon – Believe meetings begin in January; will confirm.

### **New Business:**

**Open Committees:** All updates provided by Michelle Gordon

- i. **Beautification – Parkside and Palmer**  
This committee takes care of the beds at the schools. Mulch is provided by school district; we pull weeds and keep it looking nice. Let Michelle Gordon know if you are interested.
- ii. **Palmerton Community Halloween Parade: Sunday, October 21**  
Last year we were not involved. One person is interested; need an additional person if we are going to pursue participation. Responsibilities include finding a truck, supervising children, theme, etc. Let officers know if interested as the Parade will be here soon.
- iii. **School Sign – Palmer**  
Help is needed to maintain the school sign messages at Palmer (Becky Christman handles Parkside sign); letters are kept in the office; updates can be made before, during or after school hours. See an officer if interested.
- iv. **Thanksgiving Lunches**  
Each year, family members of students are invited to join them for lunch; must sign up in advance. School runs the lunches, but PTO provides the volunteers to help serve food. Committee keeps track of parents/children coming in who are signed up and sends out flyer for lunches. See an officer if interested. Lunch dates to be confirmed.
- v. **Jump Rope for Heart**  
This event is held in February. Mr. Heller (gym teacher) runs the event; PTO helps with volunteers. Committee handles flyer, keeps track of volunteers, sets up sign-up genius. See an officer if interested.

### **Fundraisers:**

- vi. **KidsStuff Books - (Jen Tobia/Becky Christman)**  
Update provided by Jen Tobia: Kidstuff books will come home on Wednesday including an envelope to send back with payment. You can also pay online this year. Cost is \$25 with 50% profit. Books include 400+ pages with coupons, 20 different editions. New this year is an App – when you buy the book, you can download the App to have access to additional coupons. New incentives this year: 3 books – t-shirt, 5 books – long sleeve t-shirt, 10 books – hoodie.

- vii. **Bomber Fun Run: Thursday, October 18 (Rain date-October 19) (Tiff Lakatosh)**  
Update provided by Michelle Gordon – Fifth annual Fun Run on Thursday, 10/18 (raindate is Friday, 10/19) in the park. Kids need sock and sneakers to participate. Last year we raised more than \$10K through this event, this year our goal is \$12K. Flyers will be sent home from school soon with more information. If you have any questions, contact Tiff Lakatosh. Children run/walk through the park with an obstacle course, games and a bounce house to help raise funds. You can use 99pledges online and email family and friends to donate to help or send in donations to school. Kids get prizes. Proceeds benefit students. There is also a pie throwing contest – with \$5K raised, Mr. Aceirno gets pied; if hit \$12K, Ms. Brumbach gets pied and for every additional \$1K, she will take an additional pie. Kids really love this event and we appreciate the support.
- viii. **Vendor/Craft Event- Saturday, November 10 at High School (Michelle Gordon)**  
Saturday, November 10 the event is held. Set up takes place on Friday, 11.9 from 7 – 9 pm. If you are interested or know anyone who is interested in being a vendor or crafter, contact Michelle Gordon. Each vendor/crafter is asked to donate a basket for a raffle. As a parent, you can also drop off a basket for the event. This committee is in need of a co-chair. Motion made for a budget of \$100. Motion to accept made by Kristy Gable, 2<sup>nd</sup> by Tara Spiker. Nobody opposed. Budget of \$100 approved.
- ix. **Box Tops (Wendi Bartholomew)**  
No update provided. Michelle Gordon shared that you can collect box tops from a variety of items. Send them in to school with your child in a baggie that is labeled with your child's name and homeroom. The committee holds contests throughout the year. There is also a Box Top App that you can use. See Michelle Gordon or email PTO if you have questions.
- x. **Spirit-Wear (Michelle Burkett/Becky Christman)**  
Update provided by Michelle Burkett - there are a few items leftover from the last sale. See her if you are interested in seeing the items. Order forms will be going home in October. If there is a spirit wear item you like or someone want, let Michelle know.
- xi. **Dine & Donate (Pam Andrews)**  
No update provided. Melisa Beahn shared that there is talks about an event at Joey B's with sales in Oct/Nov so cards arrive in time to be used as Christmas gifts. Nothing else is lined up so far.
- xii. **\*Addition to Agenda – Giant A+ for Kids\* (Laura Konze):** Laura Konze shared that Giant is a great organization; you can use your Giant rewards card and select a school to receive proceeds from your sales via Giant A+ for Kids. These proceeds go into the general school fund, not the PTO fund. Use code: 25965. Last year a little over \$900 was raised – we can do better. Collections begin in October and run through March. Please register – it is free money! If registered last year, you do not have to reregister.

#### **Fall Festivities - October 31 (MaryJo King)**

MJ King not present. Michelle Gordon provided update. Fall festivities have been scheduled for October 31 in the park. The committee will schedule a meeting in early October to discuss and another meeting to assemble goody bags. Melisa Beahn shared that Fall Festivities is held during the school day and children bring in Halloween costumes and parade through the Park. The committee requested \$600. Motion made by Sarah Mantz to give Fall Festivities \$600 budget, second by Leann Dewalt. Nobody opposed. Motion passed.

#### **Book Fair Palmer and Parkside - (Jenn Sommers)**

The Book Fair is a wonderful event that is held at Parkside and Palmer. It includes a Family Night with characters and free giveaways. At S.S. Palmer it is held for a full week and a few days at Parkside. It requires a lot of

volunteers. Currently looking for co-chairs as we have none. This is Jenn's fifth year running the book fair. More than \$11K has been given to schools. It will be held the first week of December at Palmer and dates are being confirmed at Parkside for late October/early November.

### **Dances – 5th & 6th grades – (Amy Carelli/Laura Konze)** - clearances required to chaperone

Dances will be held the following dates and all have a theme:

October 19 – Halloween 3 – 5 pm

December 14 – Christmas 3 – 5 pm

February 8 – Valentine's – 3 – 5 pm

May 17 – Farewell – luau – 6 - 8 pm Kids love getting dressed up at the Farewell dance.

Sign up genius will be coming out soon for the October dance. Accepting donations of snacks/drinks/hot dogs.

At the farewell dance, everything is free to students.

If you are interested in chaperoning, you can be a parent in any grade, but you need your clearances. The dance is primarily for 5/6 graders, so other children cannot attend.

Spent a little over budget for luau themed items but the decorations have been used hard over the years.

Requesting a \$200 budget to replace decorations. Tara Spiker made the motion to pass the request for a \$200 budget for dance decorations. 2<sup>nd</sup> by Tara McCauley. Nobody opposed. Motion passes.

### **Christmas Gift (Magin Gursky)**

Magin Gursky not in attendance. Contact Magin with suggestions: [bomberfootballmom54@gmail.com](mailto:bomberfootballmom54@gmail.com); text; or email PTO. PTO purchases Christmas gifts for all students. Last year was a beach towel; in prior years it has been blankets, sweatshirts and duffel bags, for example. We try not to repeat gifts but it is always a spirit wear item.

**\*Addition to Agenda – Santa's Workshop\* (Laura Konze)** – one day event at the beginning of December; kids buy discounted items to give as gifts. Have seen a drop in participation. Three years ago there was \$5K in sales over 5 days, two years ago \$4K in sales over 1 day and last year \$2K in sales on one day. It was brought up that it snowed last year (and noted that it always seems to snow the week this event is held). This is not a fundraiser, but also invited crafters/vendors last year to try to attract more people. Laura is undecided as to whether or not this should continue given decline in participation and that co-chair will be stepping down. She will be selling excess items at next PTO meeting. Let Laura know your thoughts on the event and its continuation.

Mary Beth Zulic asked if it is possible to bring this event back to school (in the school day); Laura Konze said no, she tried. Michelle Gordon asked if attendance is low, is it worth it? Laura Konze stated she's not sure and will decide by October meeting.

### **President Report - Michelle Gordon**

- PTO no longer has a PTO room. Now have area behind the school gym in Palmer with limited room. Committee chairs have been contacted and are storing items at home. School has provided bookshelf, but we are in need of shelves to organize and keep items in school that are used by multiple committees. Asking for budget of \$300 for adjustable shelving. Motion made by Jennifer Lax for \$300 for shelving, 3<sup>rd</sup> by Tiffany McCauley. All in favor, nobody opposed. Motion passed.
- Childcare is provided in the gym for meetings, unless there is another activity being held in the gym.
- If you need to remove items from PTO storage area behind gym, do so after 3 pm or when Mr. Heller is not in the gym. Limit the disruption of taking or returning items.
- PTO is on Facebook – S.S. Palmer/Parkside PTO. Please join. We will request teacher/grade for security measures to confirm you are the parent of a student.
- Photography at events: Make sure pictures are only of your child. We have children in the schools who cannot be photographed nor appear on social media.

- Staples Rewards – we have two accounts currently (PTO and Michelle Gordon). We must purchase \$30 of ink in order to earn rewards. We also receive \$20 in rewards for turning in 10 ink cartridges; this is free money for supplies needed throughout the year. We need volunteers to purchase ink using the accounts in order to earn rewards. Let Michelle Gordon know if you are interested. Laura Konze will purchase ink first online – free shipping. Ink cartridges are collected through school collection bins. Michelle needs help sending.
- Hospitality Committee – every meeting provides drinks; PTO members can bring snacks. Requested \$100/year for tablecloths, napkins and décor. Motion for \$100 made by Laura Konze; 3rd Jennifer Lax; all in favor, nobody opposed. Motion passed.
- Please contact officers with any questions or suggestions. Thank you! We are excited for the upcoming school year!

**Principal's Report - Ms. Brumbach:**

Welcome back everyone. We have a very active PTO and you do tremendous things for our students and school. Will remind you of a few items...my door is always open, I spend a good portion of my life here, call me – I will get back to you. Please call if you are upset, just don't know something – call me and we will fix it then. I am pretty accessible.

Picture day is tomorrow. You will all receive a phone reminder.

Thank you for the chalk drawings the first day of school; they were definitely noticed. Very lucky the chalk drawing lasted so long with rain 3 – 4 days.

Also the cool drawings in the bathroom and the mural by Mrs. Olock in the hallway. The location was chosen because every child, every day is on this floor. We will go to Parkside when we decide on wall space.

New stalls will be in the bathroom downstairs in Spring; it will be a good way to start and dress it up. Any help or suggestions, let her know.

Thanksgiving Luncheon will be held on 11/12 at Parkside and 11/13 & 11/14 at Palmer. Happens in gym at Palmer and cafeteria at Parkside. Parents, grandparents, aunts, uncles come with child and have a wonderful, delicious meal with child. If you are thinking about volunteering, you can still have lunch with your child and volunteer at other times.

That's it. Thank you. Please stay active and stay involved. If you need me, I'm here.

Mary Hermann asked about a lice outbreak and what precautions are being taken at picture day not to transfer the lice? Ms. Brumbach shared it isn't an outbreak, minimal number of kids have lice. Happens at school at beginning of year. If not live critters, kids are in school (DOH). Michelle Burkett noted that other schools take precautions in classrooms so bookbags aren't touching, etc. Ms. Brumbach confirmed they are taking all precautions.

**Member Question & Comments:**

Any questions? Any new parents, if you have any questions please aks any of the four officers.

Two sets of raffle gifts given out (water bottle and magnet)

**Call to Adjourn:** Motion to adjourn by Laura Konze. 2<sup>nd</sup> Tiffany McCauley. Nobody opposed. Meeting adjourned.

**Next Meeting: October 15 at 7 pm**