

# Sycamore PTO

## Sycamore Elementary PTO Meeting Minutes

Tuesday, November 13, 2018

- **Co -President Business – Lauren**
  - Meeting started with introductions of those in attendance.
  - **General Meetings** - There will not be a meeting in December, the next meeting will be Tuesday, January 8, 2019.
  
- **Fundraising Business – Chandra**
  - **Charleston Wrap** – The fundraiser had \$5,225.00 in online sales, \$7234.00 in catalog sales for a total of \$12,459.00 in sales. The PTO will receive approximately 40% of those sales for a profit of \$4983.60. Including the opt-out donations the fundraiser raised approximately \$6283.60, since we are still waiting on our official number from Charleston Wrap.
  - Mrs. Sell's kindergarten class raised the most amount of money and they will receive a pizza party in December and Mrs. Sell received extra school supplies.
  - A pick up date for all of the fundraising items will be set as soon as the PTO hears back from the company with a shipping date for the products. Items will need to be picked up by parents as the boxes will typically be too large for students to take home on the bus.
  - Future fundraising ideas were talked about and it was suggested not doing a catalog sale again, because Girl Scouts and Middle School North also do catalog sales.
  - The Fundraising position will be open for next year if there are any individuals interested in stepping into this position.
  
  - **Peppermint Lane aka Santa Shop-**
    - Family night shopping will be on Monday, December 3, 2018 from 6:00-7:30.
      - All items will cost \$3.00 this year due to inflation and the PTO's ability to find quality items at a decent price.
      - Ornaments will be available for students to decorate and give as gifts. These will also cost \$3.00 a piece.
    - Daytime shopping will take place from Tuesday, December 4, 2018 - Friday, December 7, 2018. A schedule of class times and a letter will go home to parents soon explaining the process and the price. Again all items will cost \$3.00.
  
- **Hospitality Coordinator - Shae**
  - **Teacher Luncheon** – The next teacher luncheon will be December 13, 2018. The PTO will be providing Marco's pizza, hopefully Olive Garden salad and breadsticks, drinks and dessert. Parents will not be asked for donations for this lunch.
  
  - **Hot Chocolate / Dessert Bar** - This will happen in late January.
  
- **Activities Business – Nicole and Parmpreet**
  - **Spirit Nights** – Portillo's – December 12, 2018. Flyers will go home with students and will be available on facebook. Guests will need to either show the flyer on their phone or produce a paper copy in order for the school to receive credit.
  
  - **Talent Night** - Sycamore's Got Talent will be held on Friday, February 1, 2019.

- Each participant or group will be charged \$2.00 to cover the cost of music. CD's will not be accepted this year as a form of music. Participants will be asked to provide specific start times and cut off times for their acts. This fee is to help alleviate challenges we have had putting together the playlists now that most music is digital and music requires licensing.
  - There will be an entrance fee to watch the talent show. It was suggested that \$5.00 be the fee for immediate family members up to 4 members and then each additional member would be \$1.00 more. Tickets will be available for pre-purchase at the \$5.00 rate. Tickets at the door will be \$8.00 per family.
  - VIP seating will be available on a first come first serve basis for a cost of \$5.00 per person. Detailed information about both ticketing options will go home in December.
  - Participation forms will also be sent home in December and will be more detailed than in years past.
  - All participants will have to have a completed permission form along with their \$2.00 in order to participate in the audition process. Failure to complete these steps will result in the student not being able to participate this year.
  - The talent will be capped at 40 acts, due to time constraints and each act will have a maximum time of 2 minutes.
- **Treasurer / Corporate Donations Business – Cheryl**
  - **Budget Presentation** - A modified budget was present that cut the activities budget from \$800 to \$200 and increased the Staff appreciation budget from \$350 to \$550. The general administrative expenses were cut from \$500 to \$250. A few modifications were made to the supply amounts due to miscalculation of teachers/staff and the teacher grant money was reduced from \$200 per teacher to \$125 per teacher.
    - The budget was approved and passed unanimously.
  - **Supply Requests** – All receipts MUST be submitted by 1/31/19. This is a change from past years, but the PTO wants the supply money to be used on the current students.
  - **Grants** – **Grants are now** open (November 13, 2018) and will close on February 28, 2019.
- **Corporate Promotions Business – Erin**
  - **Final Update on Fall Box Tops** - The Fall competition raised \$746.20. The Third Grade won the contest and will receive an extra recess.
  - **Spring Box Top Contest Ideas** – Erin is looking for ideas on how to streamline the collecting of BoxTops and encourages anyone with ideas to reach out to her.
- **Parent / Teacher Walk-In's** – Melissa Hayes mentioned that the benches in front of the school where parents wait for pick up have been leaving black marks on people's clothing and asked if they can be washed and have a protective coating applied. Ms. Harris said that she would talk to maintenance and see what could be done about the situation.
- **Next meeting - Tuesday, January 8, 2019**