

## **Culbertson PTO Meeting**

### **Minutes**

**April 4, 2022**

The regular meeting of the Culbertson PTO was called to order at 7:06 p.m.

**Meeting Attendees:** 10 total, including Mr. Wigo and the PTO Executive Board.

#### **Welcome**

- K. Iyama welcomed the group and thanked everyone for attending the meeting.

#### **Principal's Report**

- Mr. Wigo reported that the feedback about Pizza Bingo on 3/25 was very positive. The two sessions worked very well.
- PSSA Testing will be 4/25-4/27 for grades 3-5 for ELA. Math for grades 3-5 will be on 5/2 and 5/3. Science will be for grade 4 only on 5/4. Tests will be taken electronically. Students are encouraged to eat a healthy breakfast and get good sleep during the testing period. Mr. Wigo will be sending out the dates in an email to all parents.
- Spring Break is April 11-15; Students will return on Monday, 4/18.
- OLSET Testing (2<sup>nd</sup> grade gifted screener testing) will take place on 4/19. Mr. Wigo sent an email out on 4/4 from the District for identified students.
- Conferences will be held on 4/28 and 4/29; Option for Zoom or in person will be provided by the teachers. Signup Genius links are going out via email. These dates are half days for students.
- Autism Awareness Week started – Wear Red was 4/4; Other fun ways to celebrate are scheduled throughout the week. The week will culminate on Friday, 4/8, with Bubbles for Autism. The PTO has purchased small bubbles for students and large wands for teachers. A small parade for students only will happen on Friday, 4/8, to culminate the week and will be an inclusive event.
- 5/18 – Evening of the Arts – 6:30-8:30 p.m – more info forthcoming.
- Spring Book Fair to be held in the gym and will be open on one night for parents. Mrs. Dougherty is working on a sign-up genius for parents who may want to help.
- 5<sup>th</sup> grade graduation – 6/14; K graduation will take place earlier that week – more info forthcoming.

#### **Executive Board Nominations 2022/23**

- K. Iyama introduced the topic of nominations for next year's PTO Executive Board. Nominations will be held tonight at the meeting. K. Iyama said she will no longer be serving on the PTO Executive Board next year. K. Iyama mentioned she spoke with Mr. Wigo and told him she would help to coordinate 5th grade committee next year. A. Boyes indicated she will no longer be serving on the PTO Executive Board for next year. A. Boyes mentioned she will also help to coordinate 5th grade committee. K. Conlin will be moving on from her role too. K. Iyama mentioned that more detail, including a request for committee volunteers will be sent out.
- K. Iyama started the nomination proceedings asking if anyone was interested in the role of Treasurer.
- L. Zawistowski nominated herself for the role of Treasurer. J. Natale seconded the nomination. K. Iyama moved onto the Social Media Manager role.
- J. Guercio nominated herself for the role of Social Media Manager. A. Hiltner seconded the nomination. Next, K. Iyama asked about the Secretary role.
- M. Dalton nominated herself for the role of Secretary. J. Natale seconded the nomination. Next, K. Iyama asked about the Vice President role.
- A. Hiltner nominated herself for the role of Vice President. A. Boyes seconded the nomination. Finally, K. Iyama asked about the President role.
- J. Natale nominated herself for the role of President. K. Iyama seconded the nomination.

- K. Iyama indicated that a final call for nominations would be held at the end of the meeting.

## Events

- Teacher Appreciation Week is the week of May 2<sup>nd</sup> through May 6<sup>th</sup>.
  - C. DeFrancesco, J. Guercio, D. Altobelli and K. McKee offered to help with planning Teacher Appreciation Week this year.
  - A. Hiltner reminded the group that it will be a Beach/Shore theme and that we will be looking for authentic items. D. Altobelli can pick up items during her upcoming trip to the shore. K. McKee has shells. Having an ice cream cart one day was also suggested in addition to other items besides the traditional luncheon and breakfast.
  - Homeroom parents will also receive communication about collecting items and money for Teachers' *Favorite Things* baskets. The *favorite things* lists will be sent again to the Homeroom parents by A. Boyes.
- Field Day will be May 27<sup>th</sup>, which is a half day for students. Parents will be invited to participate. K. Iyama mentioned that Mrs. Dougherty is still deciding on a theme. Mr. Wigo to talk with Mrs. Dougherty. The PTO is determining what can be purchased (t-shirts/inflatables), based on price and color theme.

## Fundraisers

- Bundt Cake pickup – 4 p.m. at Culbertson on Friday, 4/8.
- MOD Pizza Day Fundraiser will be Thursday, 4/21.
- Moe's Taco Kit fundraiser was a success. K. Iyama thanked C. DeFrancesco for organizing it and mentioned wanting to do it again before the close of the school year. C. DeFrancesco said she would follow up with other District elementary schools to see about timing and what we could fit in. \$470 was raised from the Moe's Taco Kit fundraiser. The PTO is still awaiting payment.

## 5<sup>th</sup> Grade Updates

- K. Conlin provided a lot of updates about 5<sup>th</sup> grade activities headed into the end of this year.
- A 5<sup>th</sup> grade activity night, called *Fifth Grade Finale presents....* will be on Friday, May 20<sup>th</sup> from 6-9 p.m. at Culbertson. The 5<sup>th</sup> grade committee thanked Mr. Wigo for allowing the event to take place at school. This year's theme will be a western/hoe-down theme.
- K. Conlin mentioned that there will be a photo booth for the students as well as a DJ and other games (lasso and baggo). Props are included with the photo booth as well as unlimited pictures for the students. Students will be encouraged to dress to the theme.
- Big black and white photos as décor will be used; M. Hartwell to take photos at the event for the yearbook/graduation ceremony.
- Other 5<sup>th</sup> grade updates included:
  - Yearbooks will be paid for by the PTO for 5<sup>th</sup> graders.
  - 5<sup>th</sup> grade trip will be to Camp Arrowhead. PTO will cover the cost of transportation.
  - The pool party will be held after graduation at Rose Tree Woods. Parents will be responsible for driving/picking up students to the pool party site. Cupcakes will be served at graduation. Pizza, snacks, treats, and soft pretzels will be served at the pool party.
  - Mr. Wigo reported that he's working with Ms. Bialy on a project to have silhouettes of the 5<sup>th</sup> graders' faces drawn to hang in the cafeteria. This will not interfere with the 5<sup>th</sup> grade committee's plans for the May 20<sup>th</sup> event.

## Teacher Wish Lists

- A. Boyes is collecting wish list items from the teachers. The list is almost compiled. An update can be provided at the next PTO meeting.

## Financial Report

- K. Conlin reported that PTO dues were recently collected from several families.
- Other deposits include an Amazon smile payment as well as a Box Tops check.
- St. Patty's Day Pretzels resulted in \$729 in sales; K. Conlin is still waiting for the invoice from Bernie's.
- K. Conlin mentioned that the 5<sup>th</sup> grade activity deposits (checks) were put into the PTO account but then withdrawn in order to keep funds separate. Additionally, \$3700 was paid by families to support Pizza Bingo Night and the Nothing Bundt Cakes fundraiser. The price for pizza through Newtown Square Pizza was \$1,010. Other expenses for Pizza Bingo Night included gift card prizes and supplies. Newtown Square Pizza was great to work with according to K. Conlin and should be considered for future events.
- Insurance Renewal in the amount of \$473 will be paid in May. D. DeFrancesco asked why the amount last year was more. K. Iyama clarified that a rider for inflatables for the Pumpkin Festival was added for last year and will likely be added for next year. K. Iyama and K. Conlin will be reviewing the policy documents in more detail.
- Other upcoming expenses will include: Yearbooks for 5<sup>th</sup> grade, Teacher Wish List items, Field Day T-shirts and potentially inflatables for Field Day.

## Open Discussion

- Pretzels in the shape of a 'P' for Phillies was suggested by A. Hiltner for the May timeframe. It may be possible to sell those in the cafeteria versus pre-ordering. No decision was made regarding this idea yet.
- Event to celebrate 'Moms' and 'Dads' was briefly discussed in the form of a hybrid event. Suggestions included: Very Important Person (VIP) or Someone Special. C. DeFrancesco suggested doing it on the morning of 5/27 which is Field Day. K. Iyama will follow up with Mr. Wigo to determine when an event like this will best fit into the calendar.
- J. Natale asked Mr. Wigo how the Virtual Author Visit went on 4/4. Mr. Wigo said it was well received.
- K. McKee brought up the ideas of a few items done in the past, such as *Kid to Kid* or *Parent to Kid* candygram or pencil-gram in addition to some ideas for Spirit Days. No decisions were made regarding these suggestions as of the close of the meeting. Spirit Days are usually handled through Student Council.

## Last Call for Nominations – PTO Executive Board

- K. Iyama reminded the group about the PTO bylaws and that two treasurers are recommended for the Executive Board, due to the work effort involved with the role. J. McCormick nominated herself for the second Treasurer role. K. Conlin seconded the nomination.
- Voting will take place during the PTO Meeting on 5/9. No roles were contested as of the close of the meeting.
- Regarding the Treasurer position, K. Conlin made a few recommendations about bank selections and the importance of convenience. The newly elected PTO Executive Board will determine next steps after the May meeting. K. Iyama reiterated that the President should be on the account as well as both Treasurers. District paperwork would be necessary if a new bank is desired and the Accountant can help with this paperwork. K. Iyama mentioned some bank research was completed in the past and info is on the shared Google Drive for access by the PTO Executive Board. The PTO has a checking account and a Money Market Account.

The meeting adjourned at 7:49 p.m.