

PTO MEETING MINUTES

September 15, 2022
In Person and Google Meet

Video call link: <https://meet.google.com/nsx-rcwt-ayr>

Or dial: (US) +1 424-282-0095 PIN: 951 673 369#

More phone numbers: <https://tel.meet/nsx-rcwt-ayr?pin=2646186098082>

Attendees: Tina McCracken – President; Jenn Scott – Treasurer; Erin Younker – Secretary; Destane Morris, Courtney Trainer, Logan Kennedy, Heather Powell, Amber Taylor, Laura Mellott, Meg Bigelow, Suzette Knox, Beth Hull, Dena Mellott, Stephanie Barton, Amber Leader, Amber Goldizen, Amanda Brumbaugh, Brooklyn Crouse, Donna Beale

Tina called the meeting to order shortly after 3:30pm starting with the Pledge of Allegiance

Old Business

1. **Bylaws** – copies of the PTO Bylaws were available and offered to anyone in attendance; digital copies can be sent if necessary
2. **Reminded of Upcoming Meeting Dates;** meetings will be held in the art room or library, keep an eye on emails for the upcoming meeting reminders and agendas to indicate where the meeting will be.
 1. Oct. 20, Nov. 17, Dec. 8
 2. All meetings will be held at the Elementary School at 3:30pm
 3. Agendas will be emailed and posted to Facebook and linked through the school district website.
 4. If someone is not/has not received any of the email communications, please confirm your email address with Tina to be sure that you are in the loop with communications. Information will be posted on Facebook and on our new link through the School District Website as well
3. **Fundraisers**
 1. **SHOE DRIVE:** We will be holding a shoe drive at Christmas. Gently used shoes will be collected and the PTO will earn up to \$100 per 25 pairs of shoes. We will need a 10' x 10' storage area for the donated bags of shoes. It was suggested that we could utilize an area in the IT room, Tina will ask permission to use this space for collected shoes until it is coordinated for the company from Alabama to visit and retrieve the shoes. All donated shoes will

be cleaned/sanitized by the company and donated to the Homeless.

2. **SANTA'S WORKSHOP:** We can have Santa's Shop this year. We have received many donations from the School Shop to use for the Santa's Shop which will be added to what we have and will purchase. Will need volunteers for this.

1. **There is a supply of Pens, Pencils, and Paper available for students in the PTO cage. Mr. Burns, Tina McCracken (President), Tina Poole, and Jenn Scott (Treasurer) all have keys to this and can get the basic supplies in the event that there is a student in need. We do not want to see a student going without having these basic items for class.**

3. **HOAGIES:** We would like the students to sell Hoagies this year. We will break the sale into 2 parts with Pre-K through 2nd grade students selling the hoagies in the Fall while the 3rd grade through 6th grade will sell hoagies in the Spring. By breaking the sales into Fall and Spring we are hoping to allow families with multiple children in multiple grades not to duplicate asking/selling to the same family members/individuals.

4. **COIN WAR:** We will be having a Coin War in the Spring. This is always a popular activity and takes little effort

5. **CAR WASH:** We are planning to have a Car Wash in the Spring with the help of the older students, 4th grade through 6th grade along with teachers and parents. We are looking for a location for the car wash, it was suggested the Needmore Fire Hall or the Warfordsburg Senior Center. If anyone has a good suggestion as to where to hold the car wash, please let Tina know.

6. **INDIAN WALK:** This has always been popular in the past and we will hold the Indian Walk again this year but, in the Spring instead of Fall. The students will walk on a Friday during school in the side yard of the Elementary School. We are going to open the event to the public this year and host the event for the public on the following Saturday or Sunday. It was suggested that Sunday could be a good day as many may stop after church. The public event would be held at the High School track with participation eligibility through donation. PTO would supply bottles of water for the event.

4. **Web Page**

1. PTO link through the district website is up and running. The following items can be found on the PTO page:
 1. Agendas and Meeting Minutes
 2. Meeting Dates
 3. Clearances
 4. Fundraisers

5. COMING SOON: Bylaws (Tina will be putting a copy of the PTO Bylaws on the PTO page so that they are available at any time for anyone)
5. TREASURERS REPORT: We currently have **\$30,964.24** in the account
6. Teacher Appreciation
 - i. Coffee Cart – Coffee Cart will be offered the 15th and 30th (on corresponding school days) of each month through the school year, today was the first and it was a hit! Tina and Jenn made rounds through the school offering each teacher a beverage from the cart. Today's feature was Iced Coffee.
 1. DONATIONS ARE ENCOURAGED: Each Coffee Cart day we will serve a variety of drinks including: hot and cold Coffee, lemonade, hot tea, cold sweet tea, and cappuccino. Donations can include any of the following:
 - a. Maxwell House Coffee
 - b. Coffee Creamer (any flavor)
 - c. Tea Bags
 - d. Lemonade/Cappuccino mixes
 2. Tina is thinking that she will offer an Apple Cider option in October as well as the other items. We will continue the Coffee Cart for Teacher Appreciation Week in the Spring and we will add baked goods to the cart then.
 3. Volunteers to help with the coffee Cart are encouraged – this is an ALL-DAY Event. Set Up begins around 8am with the first round starting at 9:30am and lasting until roughly lunch time. We then make a second round to the teachers beginning at 1pm until finished; followed by cleanup. Tina will schedule around these days so that she is available, unless she is called into work. We will need back up volunteers in the event that Tina would suddenly be unavailable, typically a last-minute notice. Volunteers do need to have their clearances to be in the school for the day.
 - a. Mrs. Mellott suggested the Coffee Cart could be set up in the break room if necessary and that would be fine
 - ii. Teacher Appreciation shirts - Mr. Burns would like a professional shirt that teachers can wear anytime and would like sweatshirts also. Logo will be on top right breast. Also suggested that teachers may wear a fleece jacket vs a sweatshirt.
 - iii. Teacher Appreciation Week - to be discussed closer to March. Everyone really enjoyed all the activities from last year. Will continue with the Coffee Cart that month, but will be adding baked goods/other items to the cart

7. **Angela Adam's tree** – Tina has the tree and mulch, ready to plant. Invited anyone available to help plant the tree, please reach out to schedule the planting. Would like to plant the tree in the morning, before the day gets too hot.
 - a. **High School students are making benches to sit around the tree**
 - b. **Tree will be planted in the fenced area to the side of the school so that students can sit by the tree for reading when accompanied by a teacher**
8. **Teacher Rewards**
 - a. A monetary reward will be given to teachers who help the PTO by attending meetings and helping with after school functions.
 - b. \$25-\$100 given to the teacher for items purchased for their classrooms. Reimbursement for classroom supplies with a receipt, or money given for classroom needs during January's district budget meeting.
 - c. Teachers must attend 3 meetings, and/ or help with after school activities/fundraisers including but not limited to handing out orders, Friday Fun Nights, Sock Hop, etc. We will keep track of attendance and rewards and issue rewards as need be. You can choose where you want the money to go. The more you help, the more you get.
 - d. **Tina asked teachers to be sure to keep receipts so that they can be reimbursed if they qualify for the incentive
9. **Student Scholarships** - Parents must be a member
 - a. For any senior graduating with an A/B average (3.0) in both Junior and Senior years of school.
 - b. Must be furthering their education with college or trade school.
 - c. \$100 Check will be made out to the place of Education.
 - d. Student applicants will need to complete a 2-page Essay, double spaced, 12 font size explaining how the PTO has helped them in the past and how they can help future students.
 - e. Need to complete an application (to be made up- get with Wendy Ritz to help construct).
 - f. 3 scholarships will be given per year
10. **Life Skills Swing** - Was voted on a few years ago
 - a. **We will be purchasing (2) swings to potentially be put on a freestanding frame so as not to take away from any current swings**
 - b. Contacted Laural Keegan, she will investigate what she wants and needs; looking to see what Hancock has to compare ideas. Laural will keep us up to date.

New Business -

➤ Election of Officers –

- President - Tina McCracken
- Vice President - NONE (will help President with decisions and help rack memberships)

- Tina opened the floor for anyone to be the Vice President; no parents volunteered; Tina opened the floor to the teachers, Mr. Logan Kennedy volunteered.
 - Jenn Scott – 1st
 - Erin Younker – 2nd
 - Mr. Kennedy is now the VP of the PTO
 - Treasurer - Jenn Scott
 - Secretary - Erin Younker
- **Trunk or Treat**
 - October 28th at 6:30pm *(Pending the Board Approval at the meeting on 9/20)*
 - Free event for students
 - Teachers, Faculty, and PTO members may dress up their vehicles and allow the students to collect candy
 - Sign Up Forms will be distributed and will need to be returned by October 7th for those interested in setting up a car at the event
 - Candy Donations are requested, it is thought that we will need 20-30 bags of candy; candy donations are due by October 14th
- **Friday Fun Nights**
 - Suggested to be held once per month unless a prior activity is scheduled for the month
 - Night would include Movie and popcorn with drinks for the students; supplied by the PTO
 - Letters of consent must be sent home and returned by the student.
 - Students will stay after school and be picked up by a parent or caregiver at the designated time.
 - Volunteers may be needed for supervision. Clearances must be up to date with the office
 - First potential Fun Night will be in November
- **Helping in the High School**
 - In lieu of field trips at the high school it was suggested to hold a Quarterly Rewards Program for the students meeting the criteria
 - 1st Quarter – Ice Cream Bar
 - 2nd Quarter – Hot Chocolate & Cookies
 - 3rd Quarter –
 - 4th Quarter – Field Day for all students
 - Students must meet Citizenship Standards set by the High School. No student attending the rewards program can be failing or have any suspensions (either active or pending) for the quarter.
 - The only parents that signed up from the High School also have children in the elementary
 - After researching it was determined that the High School has a variety of clubs within (National Honor Society, Interact Club, etc...) all of which hold their own fund raisers and events
 - Not sure how to help the High School, especially given the lack of interest from the parents and students. It was suggested that we

have something special for the 6th graders at the end of the year so that those students would benefit from the proceeds of their hard work throughout the school year

➤ One School, One Book

- 6-week initiative with a 3rd grade level book
- Committee of Teachers has already formed to discuss the details of the program and how to keep it interactive
 - Daily/weekly activities and/or trivia could be on the morning announcements revolving around the book
 - STEM Activities could go along with the book
 - Would like to bring the author to the school at some point after the program has ended
- Pre-K through 6th grade would participate
- Mrs. Mellott (or another teacher) will have more details at the October meeting and will have costs for the PTO to review and consider purchasing 1 book per person or at least 1 book per classroom

➤ School Store

1. School Logo will be on everything
2. Besides clothing, what should we order?
 1. Suggested Stickers; water bottles and pens probably wouldn't be as popular
 2. t-shirts (long and short sleeve), sweatshirts, hoodies, jackets
 3. Just what is ordered, + 5-10 extra of each for stock
3. No interest in purchasing items in large quantity to be stuck as we were with the masks

➤ Student of the Month

- Shirts have been ordered and delivered today to Mrs. Baker

Meeting adjourned at 4:31pm