

PTO Meeting Minutes

July 20, 2023

4 PM - Library

In person Attendees: Destane Morris, Harlie Koontz, Amanda Norris, Amber Taylor, Logan Kennedy, Christina Schultz, Lisa Koontz, Danne Baker, Lora Whiteside, Heather Powell, Amber Leader, Erin Younker, Tina McCracken

Email Attendees: Stephanie Smith, Danielle Hann, Kimberly Nutwell, Sharlean Lynch, Marley Baker, Alice Lynch

1. Pledge of Allegiance

2. Old Business

- a. End year business report - Erin Younker
 - i. For 22-23 school year

3. New Business -

a. Discuss and vote on amendments to the Bylaws.

- i. Tina read the Bylaws to those in attendance and clarified definitions and information
 - 1. Clearances are NOT required to attend meetings, only if helping during school hours and/or where students are involved
 - 2. It is your responsibility to ensure that your clearances are submitted and/or up to date with Tina Poole no later than September 30th
- ii. Combine Secretary and Treasurer offices and add an Assistant Secretary
 - 1. Tina explained reasoning due to lack of volunteers and Amber Taylor was asked to take the Assistant
 - 2. Nomination – Deanne Baker
 - a. 2nd Destnee
- iii. Vote for Assistant Secretary - Amber Taylor?
 - 1. Amber Taylor is now Assistant Secretary
- iv. Discussions of dissolution would go to each class account vs the Educational Foundation which is already established and has guidelines for monetary withdraws
 - 1. Motion made and general agreement to change the dissolution guidelines to reflect monies would be donated to the Educational Foundation
- v. Motion to approve – Erin Younker

1. All in favor, no opposition
- vi. Bylaws have been approved – Tina, Erin, and Amber will work together to restart our 501c3 non-profit status

b. Class shirt design

- i. Shirts to be provided for all students for class trips and field day.
- ii. Winning design was drawn by Emma Wertz. Each shirt will have this design, each class a different color to match class folders. Parents can order their own shirts to match. With the attendance of 3 meetings, PTO members will receive their shirts free.
 1. Teacher folders-
 - a. Pre-K - Orange
 - b. Kindergarten – Yellow
 - c. 1st Grade - Maroon
 - d. 2nd Grade- Violet
 - e. 3rd Grade – Red
 - f. 4th Grade – Green
 - g. 5th Grade - Red
 - h. 6th Grade-Black
- iii. Shirts will be available prior to the first event they are needed for.
 1. Suggested that we approach VFW, Mellott's, and other local organizations that may be willing to donate towards the t-shirts

c. Meeting Dates -

- i. Will now be the 4th Thursday of each month with a few exceptions due to Holidays. All meetings will be held in the Art Room unless otherwise stated.
- ii. Jul 20, Aug 24, Sept 15, Oct 26, Nov 16, Dec 14, Jan 25, Feb 22, Mar 21, Apr 25, May 23
- iii. The first meeting of the following school year will be held in July. The actual date will be determined closer to the end of the school year 2024

d. Member Perks

- i. At the end of each marking period, active/participating PTO members will be allowed to come in and have lunch with their student(s). A slip will be available for you to order your lunch, or you can bring your own. Lunch must be ordered by 9 am the day of. If you are ordering your lunch, you will pay the adult price (listed on the menus). Meet your student at the bottom of the steps by the cafeteria and walk with them through the line.

1. There will be one date announced for this lunch per occurrence
- ii. You may possibly be able to go on multiple field trips, if further help is needed.
- iii. You create wonderful relationships with your student's teachers. It helps everyone understand each other's positions in your students' lives.
- iv. You can help spread Indian Pride throughout the community and get more help for your student's future.

e. Fundraisers

i. Marianna's Hoagies

1. 4th - 6th Oct 1- October 30
 - a. Delivery prior to Thanksgiving
2. PreK - 3rd April - May
 - a. Delivery later in May

ii. Rada Knives / Yankee Candles

1. All Grades
2. Yankee Candles can be all online
3. Oct 30- Nov 30
 - a. Delivery before Christmas

iii. Santa's Workshop

1. Dec 4th – 7th with an 'All Call' morning of the 7th to catch anyone who hasn't gone through
2. Need at least 4- 6 people daily depending on schedule. More people are needed on the 1st and the 7th
3. Set Up Friday, Dec 1 Tear Down after the last class on the 7th

iv. Coin War

1. In the Spring

v. Spirit Wear

1. A design was chosen. We will order t-shirts, hoodies, and ball caps
2. September orders - For October Delivery
3. Can set up an online forum to place orders, items will be roughly \$2-\$3 more per item
 - a. Paper forms will also be sent home for those who are not able to order online

vi. Tribal Walk

1. To be held in the late fall. Students can raise money per lap (\$ for each lap completed from family members) and the

community can pay a flat \$5-10 fee for use of the track for the day. Parents pay to walk with their kids in grades 3+, Pre K through 2nd is free(one adult {15yrs +} per child). They will pre-register with the student forms going out prior to the event.

a. Tina will check to see if we can use the track at the High School

2. Members will be needed to work the stations and registration.

3. One for the students, one for the community? Or one combined.

a. Tina will follow up to determine if we will need to hold (2) separate events, one with children and one with the community?

4. PTO will supply water bottles for the community, Free for participants and charge for spectators. Can use the stock of plastic cups as a sale option. We will have spirit wear available for sale at the event

5. Will charge extra for participants to include a t-shirt

6. Possible time - start at 10 am until 2pm? We will need time to set up a water station and spirit wear station.

vii. Monetary donations will always be accepted.

1. If you do not wish to actively fundraise, and wish to donate money instead, you just need to send in money with your student or drop it off at the Elementary or High School Offices. Any help is greatly appreciated.

viii. Texas Roadhouse Fundraiser

1. Looking into the options of having a Texas Roadhouse fundraiser which would include selling buns with cinnamon butter; gift cards; peanuts

ix. Krispy Crème Fundraiser

1. Looking into options for this

x. Chance Fundraiser

1. People sell tickets for a chance to win money. Deanne to check into it; possibly have the drawing around Christmas. Would have businesses donate tickets to sell

f. Events -

i. To volunteer to help with any event, you must meet the bylaw requirements (attend 3 meetings/activities)

- ii. Underage children will not be allowed into the school during normal school hours, and certain after school events. However, they are allowed at meetings. They are allowed to use the playground equipment, with your consent. You are responsible for them.
- iii. Donation jars may or may not be set up at after school events. While donations are appreciated, they are not expected.

1. School Supply Day

- a. July 20 from 1-3:30pm
- b. Free New School supplies to SFSD students. Items include backpacks, binders, folders, pencils, markers, erasers, more.
- c. Free to all students, first come first serve. Donations accepted.
- d. UPDATE:
 - i. \$800 donation of supplies from Wal-Mart
 - ii. Approximately 50 families attended the drive
 - iii. \$7 worth of donations were collected at the event

2. Open House -

- a. End of August/ Beginning of September after school.
- b. Parents can come in and meet their students' teachers and SFSD staff.
- c. Members may be needed to help Tina at the PTO table. This will be a great way to help recruit new members.
- d. We will have refreshments at the table. Thinking Coffee Cart and cookies?

3. Trunk or Treat

- a. Oct 27th - Teachers and Staff will decorate their cars and hand out candy for SFSD students and their families. Candy Donations will be accepted. Last year we had over 300 people.
- b. Options for Food Trucks at the Event:
 - i. Big Blue Coffee Roasters
 - 1. Dillan Denean possibly to provide hot beverages for the event
 - 2. Heaters Ice Cream would yield approximately 20% profit to PTO of sales

4. Milk and Cookies with Santa

- a. Tom Strait to dress as Santa?
- b. Dec 1, 6-8pm
- c. Order form will be sent home to pre order milk and estimate the number of children attending. Milk and Cookies will be provided by the PTO.
- d. Children from the SFSD will meet and greet Santa and have milk and cookies. Coffee may be provided for the adults.

5. Coffee Cart

- a. This is a once-a-month Teacher Appreciation. We are reducing it to once a month this year instead of the biweekly of last year. Donations of Maxwell House Coffee, Hot Chocolate, Sugars, Teas, Lemonade, and Styrofoam cups with lids are greatly appreciated. We will be doing this in approximately the middle of the month. (Sept 15, Oct 16, Nov 16, Dec 15, Jan 17, Feb 14, March 15, Apr 15, May 15)
 - i. Consider donations of flavored syrups vs flavored creamers as the syrups will last longer
- b. 2 people are needed, unless a special event is going on then 3 will be needed. Tina will aid, as well as one or 2 others, unless she is needed to work. Tina makes the iced coffee, sweet tea, and Lemonade at home and brings them in. Volunteers will be "Coffee Cart Baristas" helping to make beverages.
- c. Since we are only having this once a month, do we want to include treats? Members will be donating these items. I.e: cookies, brownies, fruit, other small snack items. We could also do this only for special months - Thanksgiving, Christmas, Valentine's, Easter. We could do Holiday themed items
 - i. Members in attendance agreed that snacks were NOT needed, drinks were enough
- d. Spent roughly \$500 on this last school year ('22 – '23)

6. Field Day

- a. To Be held at the end of the year.

7. Citizenship Day

- a. Held at the end of the year

8. Teacher Appreciation Day

- a. Members bring in themed items for teachers.

- i. Taco Day, Baked Goods Day, Ice Cream Cart, and a Fried Chicken Dinner are just examples of things we have done in the past.
- ii. We supply about 3 days of meals for the teachers. The Principal does a day and Friday is usually a day of Leftovers. We do a coffee cart the last day, bringing the baked goods and fruit to the teachers.

9. Easter Egg Hunt

- a. For PreK, Kindergarten, and the MDS room.
- b. Help needed to stuff eggs. A group of high school kids comes to help as well. Help is also needed to hide the eggs.
- c. Candy donations needed.
- d. Usually held the week prior to Easter.

10. Coloring Contest and Bonnet Contest

- a. Held on the same day as The Easter Egg Hunt for the entire student body. Both are optional. Students may color the pictures in class or individually. Bonnets must be made only by the student with limited parental help.
- b. Judging by PTO and administrative Staff. Prizes awarded.
- c. Needs to be done a few days prior to Easter break.

11. Dances and Sock Hops

- a. Usually chaperoned by the staff. PTO members may or may not be needed. PTO supplies cookies for these dances.

12. Field Trips

- a. You must join and attend PTO meetings and/or activities to be eligible to participate in Field Trips this year. Chaperones may be needed for class trips other than your child. These trips are usually held in May, with few other trips in the fall. If you are helping with a trip in the fall, exceptions on attendance may be made, considering the member's activity level.

13. Touch a Truck Event

- a. An after hours event
- b. End of September?

- c. Community Members volunteer to bring in large trucks and equipment to show the student body.
- d. Marley Baker - can you help with first responders? Special equipment that kids wouldn't likely see?
- e. Carrie Shaw - a couple of trucks and different trailers
- f. Tina McCracken or another member with a connection - Mellott Manufacturing? Quarry trucks or elevators
- g. New Enterprise / Cottle Brothers/ Pa State equipment - (Dump trucks, Cranes); Weaver's (garbage truck), Towing company (tow truck - regular and/or large equipment) - - Anyone with any connections?
 - i. Amber Leader will contact Weaver's
- h. Large farming equipment, any commercial farmers?

g. Other Activities

i. School Spirit Wear

- 1. Marley Baker would like a vote on continuing the support from the PTO.
- 2. She is coming up with a new design
 - a. Motion Made by Logan K.
 - b. Second – Amanda Norris