CORL STREET ELEMENTARY
PTO BOARD MEETING

September 6, 2018

In Attendance:
PTO Board Members: Charlotte Zmyslo (Principal), Jennifer Pencek (President), Jackie O'Hara (Vice President), Emma Jane Rose (Treasurer), Peter Miraldi (Secretary) **Committee Members:** Dana Conklin (Couger Cat Run), Kate Woodruff (Cougar Cat Run), Pamela Trout (Directory), Kristine Schwab (Book Fair), Jen Reutzel (Yearbook, 5th Grade party), Bill Wrbican (Newsletter), **Parents and Guests:** David Hutchinson (School Board), Michelle Shealer (Teacher), Katie Shoemaker (Teacher), Beth Yoder, Xiang Gao, Rebecca Wilson Lundin, Jodi Vender, Carmen Bilen, Jennifer Mahle, Cathy Miller, Carmen Vanderhoof, Jared Morris.

Call to Order: 6:32 PM

I. Welcome and Introductions: Jen Pencek welcomed everyone and the board members, committee members, parents, teachers, and guests introduced themselves.

II. Principal's Remarks: Charlotte Zmyslo reported that the first two weeks had been 'interesting' but everything has worked well.

A. LoBar construction company has been working with our schedule to facilitate recess and activities.
B. The kids come in fine in the morning and we are getting into the groove of the longer day (starting earlier). The two busses have worked well and make it easier to dismiss at about the same time. Other schools have fewer busses as well.
C. Charlotte had recess in the library and the kids were receptive.
D. We no longer have the ability to write checks as gifts for volunteers
E. Our book fair is on the 18th and 19th of October. We are asking for $12 gift certificates for the PAWS drawing. Drawing would be for the week of October 12th. We will use money from the activities account.
F. We have moved along and have remained flexible and positive.

III. School Board Report: Dave Hutchinson said that everything is good.

A. He is looking forward to hearing about STEM and Math curriculum.
    a. Charlotte said that the STEM teachers are effective and the students are receptive to the lessons.
    b. She added that the program is well-thought out.
B. Kristine Schwab asked if some 4th graders would go to Radio Park because of limited space.
    a. Charlotte said that, on average, there were about 24, 4th graders but this year, we have many more students than normal.

b. As soon as the numbers increased, Charlotte had a conversation with the assistant superintendent.
c. She sent out a letter asking if anyone would like to volunteer for Radio Park for a year.
d. A few families volunteered to send their 4th graders to Radio Park.
e. Kristine asked if we can be more fluid once we have the new room.
f. Charlotte said that the new building will be built for 3 classes at each grade level.

IV. Approval of Minutes: Will be posted and approved at the next meeting.

V. Committee Reports:

A. Directory: Pamela will be cleaning up the directory and complete the paper copy by the end of September; $298 for the online directory.

B. Ice Cream Social: Terrill was not present but Jen said the park was a nice location.
a. Charlotte said that it would be ideal going forward; there will be an open-house once the new building is done.

C. Teacher Tuesday: Jen Pencek said that Emily said that people were responsive through the PTO listserv; all spots were filled except for December 18th and a lot of Spring is open as well (The link is available on the PTO page).

D. Faculty/Staff Luncheon: August 22nd, Wegmans food was used and Joyce lent her tablecloth; Total was under $500 and Emma paid the check.

E. Cougar Cat Run: Dana said we need to reserve the all-purpose room.
a. Charlotte asked how long the pep rally will be.
b. Dana said about a half hour. Charlotte said no later than 2:15 and finish at 2:45 to start the dismissal. The pep rally will be next week.
c. Dana said that Jen updated the envelopes and the member planet website has been updated.
d. The date has been set (September 12th) and the race is on the 26th. We have our insurance certificate from the borough. Rain date is October 3rd.
e. Kate Woodrow said that she would help Dana.
f. Jen Pencek asked about the poster/reminder and if it would be ready before the event.
g. Dana confirmed.
h. Bill said he will update the website.
i. The kickoff begins September 12th.
j. Bill asked for an article for the newsletter.
k. Christine asked when the newsletter will come out.
l. Bill said sometime next week so submit articles this weekend if possible.
m. Jen asked about the corporate sponsors.
n. Dana said they have been contacted.

F. Book Fair: Kristine said that it is coming up quickly.
a. Last year, it was difficult to staff the book fair. We need people Thursday afternoon and Friday morning. If not, we will only have half of a book fair.

b. Also, the doughnut day needs a specific time because school starts early. Last year was 7:30 to 8:45 so we could do 7:15-7:50? It has to be Wednesday, October 17th.
c. Charlotte said that we could ask people to RSVP (7:15 to 7:55 could work for that day which is music).
d. Emma asked if people could buy online if we can't get coverage for book fair.
e. Carmen Vanderhoof said she would volunteer for Thursday close.
f. Christine asked if she should put the sign-up sheet out two weeks in advance (right after the cougar cat run).
g. The group agreed and suggested to raise awareness in the newsletter.
h. Bill suggested to indicate how much has been raised.

VI. Treasurers Report: Emma spent a lot of time updating the budget.

A. We spent less than we earned; Even though we have started to spend a little, we are in good shape.
B. We have over $26,000 in checking and about $3,000 in savings.
C. We have a couple people who didn't spend all of their allocations.
D. We didn't have any income from the Spirit sale last year.
a. Charlotte said that they decided they didn't want to make money at that event.
b. Emma asked if we have any official documentation from the previous Spirit Fair.

VII. Old Business: Chairs still needed for 2018-2019

A. Field Day: Naomi needs help with the pre-work.
a. Jen Pencek said the work isn't difficult, just ordering supplies.
b. The co-chair would do pre-day.
c. Jared Morris said he would co-chair field day.

B. Box Tops Committee – Jackie said we make $750.
a. Pam Trout said she would volunteer.
b. Pam had done this for preschool; she sent papers home for parents to assemble box tops.
c. Emma said to remind people that money from boxtops will go to the sunshine fund, restaurant rewards, and giant (e.g., newsletter).

C. Sunshine Fund Update: This is a fund we created with $5000 to support students who are in need of school supplies, bills, etc.; students talk to Charlotte or the school counselor and it is confidential (last year, it helped people get yearbooks).
a. Emma said that we will have gift cards on hand for immediate need such as winter coats.
b. Emma said that this money could help buy musical instruments as well.
c. Jackie asked if anyone had ideas about promoting the sunshine fund.
d. Bill said there was mention of it in the newsletter in January.
e. Cathy Miller suggested an e-mail to teachers.
f. Emma recommended posting fliers.

VIII. New Business

A. **Additional Storage Unit**: Charlotte said that this will be available once the building is completely done; she purchased some cabinets for the hall so the music room should have plenty of shelving.
    a. Emma suggested that we vote to approve it now so it can come out of the budget.

MOTION: Kristine Schwab motioned to approve cabinets from budget. Jen Mahle seconded. Motion Carries.

B. **Increasing Teacher Allocations:** Katie Shoemaker said it is appreciated and that they use it for books.
    a. Jen asked if more money than $250 would be helpful.
    b. The general agreement is yes but the $250 is valuable.
    c. Emma suggested that we increase the teacher allocation and that unspent money can be recaptured and spent on gym supplies; also, we could preapprove the allocations now, then, people can spend it throughout the year.
    d. Cathy Miller asked for instructional support as well. Emma suggested funding for the nurse as well.
    e. Emma suggested to vote on the current allocations ($250).

MOTION: Jen Reutzel motioned for preapproving $250 for teachers and $100 for instructional and Title 1 extra classrooms. Kristine Schwab seconded the motion. Motion Carries.

    f. Emma said we can revisit this later to see if we need to add more money.
    g. Katie Shoemaker said it is appreciated and not an expectation if ever our funding declined.

C. Nurse supplies: Jackie said that the nurse will distribute hygiene kits for kids and change of clothes that may not come back; they need pants.
    a. Cathy Miller suggested that we let people know that if they take hotel soaps, they can donate them to the school; toothpaste and toothbrushes are welcome as well.
    b. Charlotte said that they especially need pants in bigger sizes.
    c. Katie Shoemaker said leggings for girls are needed.
    d. Pamela Trout suggested asking in the newsletter.
    e. Kristine suggested a call for donations (with specifics).
    f. Bill said that he would add an article if someone wrote the article.
    g. Pamela Trout suggested a committee to coordinate donations.
    h. Kristine suggested a wishlist for specific needs.
    i. Emma suggested that we pin it on our facebook page.
    j. Bill said that not everyone has access to the facebook page.
    k. Kristine volunteered to coordinate the wishlist after the bookfair.

l. Katie Shoemaker suggested that donations are labeled to indicate the recipient.
m. Jen Pencek said she will ask nurse for specific needs.

D. Planting Materials: Michelle Shealer said that they do a seed planting that develops in to a flower and then pretend to pollinate with bees but they can see the process (first grade); $117 is the request and we don't request this every year (Two classroom kits last about two years).

MOTION: Kristine Schwab motioned to approve $117 for kit and Jen Mahle seconded motion. Motion Carries.

E. School supplies: Jen Pencek said that last year, we were waiting to fund school supplies until the new building.
a. Katie Shoemaker asked if the teachers could buy the supplies themselves so they can get the right materials on sale.
b. Emma asked about the process of purchasing the school supplies.
c. Jen said that it is not a guarantee that the PTO will be able to fund the supplies; however, some parents suggested that they would prefer to have someone else buy the supplies and reimburse them.
d. Jen said that we agreed to wait until after construction to address.
e. Emma suggested that we team up with a store to carry a packet of the supplies.
f. Pamela Trout suggested that we buy the basics in bulk and then the parents can focus on the other items.
g. Jen said we can explore options but we would need volunteers.
h. Pamela Trout said that she could research some items that we could buy in bulk and see how much it could save parents.
i. Charlotte said that parents cannot reimburse a non-profit; therefore, the PTO could pay for supplies or some supplies with their funds.
j. Jen reiterated that it would need to be consistent if the PTO was going to fund school supplies; she tabled the issue and said we can re-explore it after the construction.

F. Gift Certificates: Charlotte said that the sale is for a piece of paper (i.e., $5 certificate).
a. Kristine said that the money comes from All for Book Week.
b. Charlotte said that the money needs to be voted on.
c. Emma said that there is a fund of $150 we can use.

MOTION: Carmen Vanderhoof motioned to approve $60 and Jared Morris seconded. Motion Carries.

IX. Other Business:

A. Jen Reutzel asked if anything changes for Cougar Run now that we are tax exempt.

    a. Emma said that any donations are tax deductible.

B. Beth Yoder asked if teachers can recoup their losses from mold.
    a. Charlotte said that the teachers' lost items will be replaced.

C. Carmen Vanderhoof asked how the change in enrichment affected Corl Street?
    a. Charlotte said that all the changes are district changes, not state; she will give more information at the next meeting.

MOTION: Charlotte Zmyslo motioned to adjourn. Jen Reutzel seconded. Motion Carries.

Meeting Adjourned at 8:00 PM

Next Meeting: Tuesday, October 2 @ 6:30 PM

*Minutes prepared by Peter Miraldi on September 6, 2018