

PTO Meeting Minutes
July 16, 2024
2pm Elementary
Meeting moved to the library last minute

In person Attendees: Tina McCracken, Logan Kennedy, Erin Younker, Amanda Norris, Brittany McFadden, Sharlean Lynch, Meg Whitsel, Marley Baker, Laura Mellott, Aimee Fischer, Amber Taylor, Tyler Burns

Email Attendees (added after minutes sent out per Tina not getting the agenda out in time)

1. Pledge of Allegiance

2. Future Meeting Dates

- a. 8/15, 10/24, 12/19, 2/27, 4/24
- b. 9/26, 11/21, 1/23, 3/27, 5/22
- c. Meetings will alternate times each month; 3:30pm every other month; 6/6:30pm on the off months

3. No Coffee Cart this year.

- a. Tina does not have access to the building to start the coffee early enough to get special treats started this year. The Coffee Cart may come out for special events.

4. Clearances

- a. All clearances are due to Tina Poole by November 1. If your clearances are due to expire mid year, please get them renewed by this date. If you are unsure of your expiration dates, please email Tina Poole at tpoole@sfsd.k12.pa.us

5. Kindergarten Registration

- a. August 15
 - i. Either 5-7 or 6-8
 - ii. Need 3-4 volunteers to help
 - iii. Will need let into the building to set up early
 - iv. Can we have a couple of computers set up to help new members file clearances? We will need access to school internet. Admin will have to sign us in.
 - v. Advertise to bring a bag of candy for Trunk or Treat night.

1. Make a label on a fun-size piece of candy with a 'save the date/donate a bag'

6. Open House

- a. August 19
 - i. 6-8 pm
 - ii. 3-4 volunteers needed
 - iii. Will need in early to set up
 - iv. Can we have the computers here as well to help with member clearances?
 - v. Advertise to bring a bag of candy for Trunk or Treat night.
 - vi. Bingo Card with a stamp to turn in for a raffle - Meg will make up the BINGO Card
 1. Tina ordering tickets from Amazon
 2. Lunch with Mr. Burns and a friend is the prize

7. Marianna's Sub Sales

- a. Sept 1-30
- b. Delivery Oct 15th; Truck 1:30pm - 2pm; parent pick-up 3pm - 5pm
- c. Entire school
- d. Volunteers needed for delivery, sign up sheet available by August meeting

8. Touch a Truck

- a. Moved to Friday, Sept. 13
- b. Erin Younker will make and set up Donation boxes.
- c. PTO will make Hot Chocolate, Coffee, Popcorn, and snow cones for a suggested \$2 donation
- d. Ask for candy donations for Trunk or Treat
- e. Sign-Up Sheets available at the meeting

9. Trunk or Treat

- a. Friday October 25
- b. Donation box set up
- c. PTO will purchase 1 medium bag of candy per vehicle signed up. All other candy supplied will be by vehicles signed up and donations
 - i. Cindy F. has already received donations in monetary form to purchase candy for the event
- d. PTO will sell Hot chocolate for a \$2 donation
- e. Can parents set up a trunk?
 - i. Tyler agreed yes, parents could be invited to set up a trunk

10. Rada Fundraiser

- a. Oct 21- Nov 21
 - i. 500 catalogs ordered
- b. Delivery by 12/13 in time for Christmas
- c. Entire school

11. December Events

a. Santa's Workshop

- i. Dec 16-20
 - 1. 16th set up
 - 2. 17-19 each class will have 1 day to shop during music class
 - 3. 20th - absentee shoppers and inventory close up
 - a. 20th is ½ day for students
 - 4. Erin and Tina are planning a shopping day. Tina continues to shop store clearance sales. Sales tax exemption helps.

b. Ugly Sweater Contest

- i. Due Dec 20 Judging by volunteers and office personnel.
- ii. \$15 Walmart Gift Card to the overall winner
 - 1. Erin to contact Texas Roadhouse for new certificates to give each winner from the grade

12. 6th Grade Dance

- a. Earlier dance to help with the busyness of the end of the year.
- b. February - Snowball Dance
- c. March - Leprechaun Sock Hop
- d. April - Spring Fling
- e. All Depends on weather and Admin.
- f. PTO will still pay for DJ and snacks
- g. Prefer to keep the dance in May, move this to the first Friday in May so that there is no conflict with Prom
- h. Tyler shared that there is funding for this entire event, PTO will not need to provide monies toward this event in 24/25 school year

13. Easter Events

a. Coloring Contest

- i. Due 4/14; \$10 Walmart Gift Card per Grade Winner
- ii. Judged on 4/17 by Egg Hunt volunteers

b. Egg Hunt

- i. 4/17
- ii. PreK, Kindergarten, MDS room
- iii. We have eggs, baskets. Will just need candy donations.

14. Spring Bingo

- a. 4/27/25
- b. Stone Hollow
- c. Tyler suggested we contact Wavy Koontz at the Fire Hall. She helped the Education foundation collect baskets for their bingo and they raised \$10K
- d. Tina called the Courthouse
 - i. \$100 for the entire year; \$15 for a 1-time use for BINGO; \$125 for the year for any other small-game
 - 1. Meg - Motion; Marley - 2nd; all in favor
 - ii. 2-front row seats for special events (save for Trunk or Treat);
 - iii. Back to school Night Raffles: 1-time lunch with kids outside of the cafeteria; 1st in line for pick-up for a week; yearbook package
 - 1. Meg will make signs for the raffles
 - iv. Bring extra bookbags for back-to-school night and registration

15. Teacher Appreciation

- a. May 4-8, Teacher Appreciation Day- May 5
- b. Limited access, limited offerings

16. May Events

a. Citizenship Day

- i. 5/27 or 5/29

b. STEAM Day

- i. 5/23

c. Field Day

- i. 5/16

17. Class Shirts

- a. At the officers meeting, it was voted that these were not going to be purchased this year for the students. We may include these in a Spirit Wear sale later in the year.

18. Flyers

- a. Each month Tina will send a flier home with the students listing all the activities that the PTO will be featuring that month. We may need volunteers for them, some we will not. I may also list on them the activities that the PTO sponsors at that time. I will make sure to have these fliers available at the meeting prior to the month.

19. Members vs. Affiliates

- a. We would like to make an amendment to the bylaws. Serious members that help all the time, volunteer when they can, and attend as many meetings as they can as members with the right to vote.
- b. Members Requirements:
 - i. Attended 3 meetings in-person
 - ii. Support either the PTO or a Teacher in at least (1) activity and/or donation of goods, supplies, time, that supports either a PTO event or an educational activity etc...
 - 1. These include dances, fundraising deliveries, santa workshop, and May activities, Candy donations, etc...
- c. Erin - 1st; Aimee - 2nd; all in favor

20. Officers up for re-election:

- a. All officers are up for re-election
 - i. Tina - President, Logan - Vice-President, Erin - Secretary/Treasurer, Amber - Ast. Secretary
 - ii. Meg - motion; Sharlean - 2nd; all in favor