



**Swedesboro-Woolwich
Board Meeting Minutes
September 16, 2024**

I. Treasurer's Report

II. Old Business

1. Teacher Welcome Back
 - a. Last year 2023: Tumbler and sticker costs total \$550, Nutri-Serve provided breakfast \$275.00, Rita's Water Ice was present at each school after the meeting. Total cost \$1,025.
 - b. This year 2024: Traveler Coffee: \$797.25, Mr. Softy: \$242.00, Board provided breakfast-cost to be determined at October meeting. Got a ton of great feedback. New teachers received candy in the unused tumblers from last year.
2. All School Supply kits have been sorted and delivered.
 - a. Received a couple emails regarding broken headphones at Hill- immediately replaced
 - b. Need to sign contract by Oct 1 to receive 10% discount.
3. 2024-2025 take home folders and agendas were distributed at each school.

*Enrollment: Clifford (238+), Stratton (424), Harker (672), & Hill (230)
4. Chalk the Walk was incredibly successful at all schools, Kona Ice even came to the party!
5. Sign Gypsies displayed signs at each of the 4 schools for a cost of \$342.00.
6. 1st & 2nd day of school assistance at Clifford & Stratton was provided by PTO volunteers on Thursday, Friday and Monday, AM & PM at Stratton and AM at Clifford.
7. PTO was present at every Open House in the district.
 - a. Membership Table
 - b. Pencil grams
 - c. Marissa Smith (Lead teacher at Hill) provided balloon art for all 4 schools for \$300.
8. PTO has been present at all Back to School Nights for each of the schools with the exception of Clifford because it is tomorrow, 9/17/24.
 - a. Stratton & Clifford- activity tables
 - b. Book fairs for both Stratton and Clifford running during Back to School Nights
9. Harker Picture Day- 9/12- PTO volunteers assisted

10. Spirit Wear Sale started today and runs through 9/27- do we continue?
11. Walter Hill School Fall Mum Sale started 9/11, runs through 9/22
 - a. G & G- \$4.45 per mum, selling for \$10 each, \$5 goes back to Hill Students' activity fees
 - b. Sold 150 to date
 - c. Pick up will be 10/3 330PM-5PM
12. SWSD PTO Rita's Night

III. New business- EVENTS & FUNDRAISERS

1. PTO Membership forms & Room Parent forms

-Membership to date: 385 families (\$2,753 in registration fees with \$765 being extra donations) compared to last year (\$2,145)

-T-shirt sales- 66 shirts \$330 raised for PTO funds. T-shirts sales are closed at this time. Will reopen later in Fall.

- Room parents- 220- lists of each all room parent applicants have been applied to each principal.

-Room parent emails to go out 9/20 by? Tara to provide format of email

-Mandatory Room parent meeting 9/26 6:07 PM Stratton multipurpose room- there will be a short PT Board demonstration

2. Book Fairs- CANDYLAND THEME!

-9/13, 9/17, 9/18, 9/20- Stratton Book Fair

-9/17-9/18 - Clifford Fall Book Fair, Teacher Preview 9/17 8 am

-9/25-9/26- Hill Fall Book Fair, teacher preview 9/24 AM

-9/30-10/4 - Harker Fall Book Fair, teacher preview 9/30 7:45-8:30 AM

3. Fall Family Fun Night Harker 10/3 6:30- 8 PM

-Food Vendors

-Entertainment

-Activities

-Raffles

-Lighting

-Need Family Fun Night Flyers to go out

-Playbook for Fall Family Fun Night to be provided by Tara

-Giveaways?

4. Fundraising Committee Update

IV. PTO Communication

- a. Facebook
- b. Instagram
- c. School messenger
- d. Comet Clips
- e. Direct email
- f. Flyers
- g. Clifford & Stratton Library Sign Up – Lindsay Molter ~ Library Coordinator

ANYTHING ELSE FOR THE GOOD OF THE ORDER?

Next meeting: October 7, 2024, 7:00pm ~ Stratton Library

SWPTO Meeting September 16, 2024

Treasurer's Report

Training with Fulton, a lot of transition work required beginning August 1

Teacher Welcome Back

- 2023 - gift, Nutriserve Breakfast, Rita's - about \$1,025 total
- Feedback after last year was that the teachers preferred food to gifts
- 2024 - PTO board supplied breakfast, coffee truck, and Mr. Softee
 - Comparable cost, very positive feedback
 - Discussion for 2025 - parent volunteers to help/bake for breakfast

School Supply Kits

- Kits were in earlier this year, and were sorted and distributed prior to the start of school
- No feedback of missing items
- Some emails concerning broken headphones, specifically at Hill
 - Company is replacing these headphones with documentation
- Meeting Feedback - 6th grade classes need binders, but they weren't included in the kits. It's been difficult for teachers who want certain supplies/students who need supplies but weren't included
 - Discussion to talk more with the lead teachers to edit the list
 - Important to do this earlier in the year before we're in a time crunch
- School Kits - 10% discount if we sign by October 1, 2024
 - PTO earns money (historically around \$5,000 annually)
 - Discount will be passed on to families
 - List of supplies does not need to be given to them by vote
 - Vote - to approve School Kits for the 2025-2026 school year

Take Home Folders/Agendas

- We have not received negative feedback about the quality of materials

Chalk the Walk

- Kona Ice showed up at the schools
- Positive feedback from teachers and school community

Sign Gypsies

- \$342 for all for schools

Start of School Assistance

- Thursday/Friday/Monday at Clifford
- Thursday/Friday at Stratton

Open Houses

- PTO presence at each open house
 - Transition to PTBoard from all paper
 - Over 200 families registered for PTO prior to start of school year
- Pencil Grams
 - Over 400 sold
 - Huge hit with students and parents
- Marissa Smith - balloon art for the schools

Back to School Nights

- PTO presence at each school
 - Clifford scheduled for 9/17
- Activity table area at Stratton & Clifford
- Book Fair running concurrently at Stratton & Clifford
 - PTO will analyze if it's worth it to have the book fair during the back to school nights in terms of sales, given the increased work required
 - Sold about \$1,200 of merchandise in 45 minutes that the Stratton book fair was open
 - Usually get kickbacks via Scholastic Dollars
 - Book fair funds stay with the individual school

Spirit Wear Sale

- Schools are now selling their own spirit wear
- Question - is it worth it to have district wide spirit wear?
 - Kids change schools very quickly
 - Hill seems a bit different
 - Parents prefer Comet wear since it applies to the whole district
- Discussion - could we sell everything on one website, and consolidate the ordering
 - Potential for PTO giving specific school kickback for shirts

Hill Mum Sale

- Already sold 150 mums
- Each sale gives \$5 back to activity fee
- Even if you don't have a Hill student, any sales will still go back to a general Hill school to lower activity and field trip fees
- Pick Up will be 10/3 at Hill, 3:30 - 5:00
- PTO will also be selling mums at FFFN at Harker
- Elaine will send out a sign up to help with mum distribution

PTO Rita's Night

- September 3 - 20% of sales to anyone who mentioned at check out
- 45 sales, with a total of \$125.65 going back to the PTO
- Suzanne spoke to Rita's today, next date will be 10/1 from 5-8

Classy Cow Fundraiser

- 20% lunch and dinner sales Thursday September 19
- Show the email/whatever that shows it
- Dine in and take out

PTO Membership Forms & Room Parent Forms

- Membership form will remain active
- Hundreds of room parent requests
 - Principals ask to vet the list - all people who volunteered are sent to the principals, and PTO is given a list back from the individual schools
 - PTO is not strictly in charge of who is selected for room parents
 - Emails will be distributed BY 7:00 PM on Friday, September 20
 - Tara to provide form email
 - Mandatory room parent meeting at Stratton Multipurpose Room on 9/26 at 7PM
 - Will include brief demonstration of PTBoard
 - Will distribute snack lists, form letter, class directory ideas, etc
 - Room parents can also use google forms, etc, as they want to collect info

Book Fairs

- Candy Land Theme
 - Clifford 9/17 and 9/18
 - Stratton 9/13, 9/17-9/18, 9/20
 - Harker 9/30 - 10/4
 - Hill 9/25-9/26

Fall Family Fun Night

- Harker 10/3
- Food - we're good, we have some confirmed but we don't want to have too many such that the vendors don't make any money
 - Traveling Tomato, Kona (possible kickback), Bondies, Botto's, Cherry on Top (getting a 10% kick back)
- Entertainment -
 - \$750 total for two hours - face paint & balloon artist
 - \$225 smaller, big slides around \$300 for bounce houses
 - VOTE on 3 inflatables - unanimous approval
 - VOTE on Balloon Artist Only - unanimous approval
- Candy Shop Tent

- Need to be very clear that it isn't included
- Large pricing signs, etc
- Photo Op
- Activities
 - Donut themed toss game (giant tires)
 - Corn hole
 - Candy land hopscotch
- Renaissance Hours available for volunteer hours
 - Seeking 10 per hour
- Raffles
 - Book fair raffle for books
 - Traditionally have them at the spring family fun night, but not in the fall
 - Have to buy tickets
 - Mums
 - Reserved Parking Space for parent pick up
 - Harker - concerned about signage
 - Need to finalize with principals
- Lighting
 - Township is working on getting us 2 lights for the field
- Giveaways
 - Candy land book marks, purple pets

Fundraising Committee Updates

- A lot is coming forth
- Hill will have a large scale booterthon type event not associated with the Booster company
- Seeking teachers from each school - currently Ms. Cancila from Harker is on the committee
- Anyone who wants to participate is encouraged to join
 - Contact Alicia

District Wide Author Assembly

- Local author will be presenting assembly at each school (November)
- Book pre-sales available, fundraiser for the school

PTO Communication

- Library sign ups will start in October

Meeting Attendance

In Person:

Tara Bustard
Crystal Herring
Rebecca Coughlan
Chandara Poitras
Ashley Steger
Alicia Midure
Becky Guinter
Lindsay Molter
Deanna McCoubrie
Shannon Stelle
Tara Carlton
Claire Charles
Amy Illiano
Jaime Mihok
Suzanne Healey

Via Zoom:

Deanna Wiltsey
Katie Moran
Meghan Monaco
Elaine Luoma
Stephanie Jones
Ashley Davidson
Chrissy Trautz
Shannon Mennel
Ashlee Cruz
Jen McCann
Laura Watson
Gina Giveans
Marissa Whitten
Kathy Hemple
Jennifer Eisenstein