



Swedesboro-Woolwich PTO
Board Meeting Minutes
October 7, 2024

I. Treasurer's Report- Deanna

II. Old Business

1. Schoolkidz checks have been received: \$4,322.80 between all 4 schools
2. PTO Membership- 653 members (\$2,315), \$885.00 in additional donations beyond membership fees
3. PTO T-shirts have been ordered- 102 total, \$2,040, costs \$1,206.24- to PTO \$833.66
4. Walter Hill Mum Sales- sold 1,062 mums- \$10,620.00, bought 1,175 mums- costs to G&G \$5,228.75 (\$4.45/mum), \$5,310.00 to Hill for student activity fees, \$81.25 to PTO.

All but 2 orders picked up- great process this year!

5. PTO Community Relationship Fundraisers

-Rita's: \$300- check from corporate on way

-Classy Cow: check deposited- \$127.65

-Magueri's: \$400- check to be picked up

6. Fall Book Fair Total Sales:

Clifford \$6,327.30 (compared to last year this time: \$5,677.94)- scholastic dollars earned: \$2,918.11

Stratton \$13,638.08 (compared to fair w/o FFFN: \$12,215.09- lets keep in mind that with FFFN last year Stratton earned \$17,209.37) scholastic dollars earned: \$6,292.70

Hill \$3,491.29 (compared to \$3,412.68 last year)

Harker TBD

7. Fall Family Fun Night- huge success, lots of amazing feedback on food trucks

- Costs
 - Masters of Magic- \$500

- Stand out from the Crowd- \$881.25
- Fundraising
 - \$100 from Cherry on Top for 10% of profits
 - Candy tent raised \$252 and we still have candy left!
 - Fall baskets- \$30 to PTO after costs

8. Spirit Wear Sales

III. New business

1. Coffee talk at Coffee and Cream 10/16/24 9-10 AM
2. Hill Trunk or Treat 10/25 6-8 PM
 - a. Candy
 - b. Food sales?
 - c. Activities?
 - d. Advertisement- school board or beyond?
 - e. 2 cars
 - f. Volunteers?
3. Author assembly- Stray Dog for Christmas
 - a. Cost of book
 - b. Clifford 11/22 930-1030 AM
Stratton 11/22 130-200 PM
Harker- 11/20 & 11/21: 850-920 AM
Hill- 11/21 10 AM
4. Hill Homegrownathon
 - a. Monday, 11/11/24 - 4th, 5th & 6th meetings in Lunch room - no recess for kids
 - b. Tuesday, 11/26/24 - Afterschool dance a thon 3:30 - 5:30 pm theme Neon Nights
 - c. PTO to arrange for the following -
 - i. Permission slips
 - ii. DJ

- iii. black lights
- iv. snacks/drinks
- v. Room parent chaperones
- vi. Student pickup arrangements

5. Room Parents- follow-up

6. Clifford Holiday Treat 12/15 830-12

7. Holiday Shops- themes?

8. Wizards- sponsors

9. Disney on Ice- 1/3 at 7 pm

III. 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

Anything for good of order?

Next meeting: November 11, 2024, 7:00pm - Stratton Library

SWPTO Meeting Minutes

October 7, 2024

- **Treasury Report**
 - **Online system is sending us gross total, and not itemized listing**
 - **Moving forward, we will be cross referencing information so we can identify how specific fundraisers are working**
 - **We would like to provide comparisons between this year and last year to be able to better assess what we are doing, and how we want to move in the future**
 - **Currently we have roughly \$48,000 in PTO account**
 - **Attempting to link QuickBooks to our bank account, working with Fulton**
 - **We've switched account type; no additional fees, but gives us better access and more user friendly and streamlined**
 - **No member attendees had any issues**
 - **PTO Credit Card - recommendation from Fulton Bank**
 - **Some PTO expenditures (ex Disney on Ice) require large payment upfront**
 - **Increasing number of vendors are accepting online payment instead of checks**
 - **Credit card (no annual fee) will allow us to earn cash back on purchases**
 - **No intention to carry balance on the card (so no accrued interest)**
 - **Deanna will continue to research and present options to board at November meeting**
 - **Square Payments**
 - **PTO used for first time at FFFN**
 - **Largely successful, allowed us to take credit cards**

- **Payments taken through square have already been deposited into the PTO account**
- **Old Business**
 - **SchoolKidz**
 - **Contracts have been signed for next year**
 - **Next step is to review kits for next year**
 - **PTO Membership**
 - **653 members, a few hundred more than the last few years**
 - **Extra donations totaled \$885**
 - **PTO t-shirts have been ordered, should be in sometime next week**
 - **\$833.66 earned for PTO**
 - **To discuss in November reopening with long sleeve options**
 - **Mum Sales**
 - **\$5,310 raised for student activity fees at Hill, \$81.25 to PTO**
 - **Extra mums were ordered by PTO to decorate the schools**
 - **Elaine to outline the process for future use since it went so smoothly**
 - **Principal Matt will let us know the best process for getting the funds into the activity fees**
 - **Community Relationship Fundraisers**
 - **Rita's - \$300 for two nights**
 - **Classy Cow - \$127.65, already deposited**
 - **Maugeri's - \$400 from hayride kickback**
 - **Discussion of continuing these monthly**
 - **Want to support local businesses**
 - **Suggestion - be intentional with setting up dates so we don't oversaturate the calendar**

- **Book Fair Totals**
 - **Clifford - increase over last fall, with book fair over BTS night**
 - **Clifford eager to have next fall during BTS night as well**
 - **Stratton - increase from spring, but lower than last year when they had FFFn**
 - **Stratton ALSO wants it over BTS again**
 - **Hill - nearly identical from last year**
 - **Harker - not in yet**
 - ****Schools get kickback in form of “Scholastic Dollars” which allow them to purchase items through a certain scholastic catalogue (if we were to get cash instead the school would get a much smaller percentage of the funds)**
 - **PTO doesn’t earn anything through book fairs, all of the funds raised goes directly to the specific school**
- **Fall Family Fun Night**
 - **Very positive reactions from the community**
 - **Grateful for Renaissance students and teachers who volunteered for our event**
 - **High School doesn’t have Renaissance hours, but many other Kingsway organizations do have service hours**
 - **Some groups want a letter from the organization - may be worth creating a stock letter that we can edit as necessary for volunteers**
 - **Costs - totaled about \$1400 for 3 bounce houses and balloon animals**
 - **Income - about \$375 from Cherry on Top kickback, candy sale, and fall raffle baskets**
 - **People loved the location of the food trucks**
 - **Vendors themselves ALSO liked the location and found the event successful**
 - **Future notes**

- **Fire Chief needs to come out 2 weeks prior to event for a walkthrough**
 - **Need to have maintenance and school administration on board with locations and plan in advance of event**
- **Spirit Wear Sales - waiting for report**
- **Coffee Talk at Coffee and Cream**
 - **9-10 on 10/16**
- **Hill Truck or Treat - 10/25, 6-8**
 - **Candy - last year the teachers provided the candy**
 - **Discussion of seeking candy donations**
 - **Potential sign up genius**
 - **Ask for donations at each school - need to check with school administrators**
 - **Food Sales - water bottles, maybe chick-fil-a, pretzels (100), chips**
 - **Shannon to reach out to Chick-fil-a - 150 sandwiches**
 - **PTO to decorate 2 trunks**
 - **Nightmare Before Christmas - Suzanne**
 - **Wizard of Oz - Amy**
 - **Volunteers**
 - **Open to PTO volunteers - start with Hill room parents**
 - **Need help handing out candy, setting up, selling food, at attendance table**
 - **Advertising - Flyer home at Hill, otherwise digital advertising**
- **Stray Dog for Christmas assembly**
 - **Need to get flyer ready for the schools**
 - **We will sell the book for \$18**
 - **We will portion the proceeds among the school**

- **Hill a-thon Fundraiser**
 - **Neon Nights Dance A Thon**
 - **Still finalizing time (in school vs after school)**
 - **Info meeting at school on Monday 11/11**
 - **Event on 11/26**
 - **PTO to arrange**
 - **DJ**
 - **Black lights**
 - **Volunteers**
- **Room Parents - follow up as necessary**
- **Clifford December Event - need to start nailing down details**
 - **Stratton discussion of cookie dough fundraiser**
 - **Option to sell at the sweet treats event**
- **Holiday Shop coming soon!**
 - **VPs to start finalizing themes**
- **Wizards Sponsors**
 - **Start thinking/recruiting**
 - **Rebecca to put together an excel spreadsheet with more information**
- **Stratton Decorating**
 - **NEEDS to be up by 10/23**
 - **Shannon to set date and send out sign up genius**
 - **Decorations in PTO room**

Attendance:

Rebecca Coughlan		In person
Tara Bustard		In person
Shannon Stelle		In person
Suzanne Healey		In person
Deanna McCoubrie		In person
Elaine Luoma		In person
Lindsay Molter		In person
Tara Carlton		In person
Alicia Midure		In person
Amy Illiano		In person
Cheryl Straup		zoom
Christina MacKerchar		zoom
Liz Cheshire		zoom
Becky Guinter		zoom