

Fort Zeller Elementary PTO
October Meeting Minutes
Wednesday October 4, 2023 @ 6:30 PM

Attendance: Ashley Anspach, Kristen Martin, Sarah Derr, Jodi Houck(principal), Bethany Snyder, Amy Shade, Kelly Newswanger, Ashley Weiler, Erin Horning, Trisha Rabold, Lindsey Moyer, Ashley Derolf, Amanda Bashore, Miss Crandall (teacher rep), Miss Hartman (teacher rep)

Meeting commenced at 6:30pm by Kristen Martin.

PRINCIPAL'S REPORT: Mrs. Houck

- Thank you to the volunteers that came in for picture day.
 - Stone Ridge volunteers went well
- Family Groups – first meeting was on 9/14 and the next one is on 10/13
 - First meeting went well, but took a bit of time to get all the kids where they needed to go. Anticipate after a few meetings the kids will know exactly where to go and who they are with.
- Safety Drills – Interior Threat Drill on 9/28
 - Teachers did a great job ensuring the kids felt safe and the kids did well participating and listening for instructions.
- First Raider Readers - 10/5
- No School - 10/9
- Hearing Screening - 10/10
- Fire Prevention and Safety - 10/11
 - Newmanstown Fire company will bring their trucks and do a presentation for the kids.
- PA Energy-10/19
 - Free assembly to discuss conservation of energy
- Rising Raiders - 10/25 from 5-6:30 pm
 - Having one in October and another in spring
 - Incoming kindergarten families learn about the screening and receive tools to get their kindergartener ready.
- PBIS Report:
 - Bee Cards! 724 as of 9/28
 - Up to about 800 Bee Cards!
 - Kids are excited and proud to turn their cards in
 - Think Sheets: 4 (2nd Grade)
 - Up to 7 by the PTO meeting
- Character Trait: Self Control
 - R.E.A.C.H. Lessons:

- Kindergarten will be meeting the first little spot in the Little Spot series: Scribble Spot. We will be talking about all the different feelings!
- First grade will be reviewing the little spots from last year. We will go through the feelings we learned about in kindergarten and learn how to spot how others' are feeling (facial expressions, body language, tone of voice, etc
- Second grade will be focusing on our character trait of the month: Self-Control!

TITLE 1 REPORT: Mrs. Houck

- We had 52 students participate in the Summer Reading Celebration. Students enjoyed their ice cream sundae, listening to a read aloud, and meeting Daisy the Goldendoodle. They also loved picking a brand-new book to keep.
- Now that the beginning of the year data has been completed and we met as a team to identify the students who need extra support, Title 1 paperwork will be emailed to families, letting them know that their child is eligible for Title 1. The paperwork also describes to families what the Title 1 program is.
- Our Title 1 Parent Information Night is Tuesday, October 24th. Dinner will be provided, students will participate in pumpkin themed centers, and parents will enjoy a "brief overview" of Title 1.
- Kathy Miller, children's author, will be visiting Fort Zeller on November 8th. Payment (\$300) is due the day of the presentation.
 - She will be doing three separate assemblies to ensure all kids are able to attend
 - PTO will pay \$300 and Mrs. Houck will do an additional \$100 from building funds

TEACHER'S REPORT:

- No agenda items to review

SECRETARY'S REPORT: Ashley Derolf

- Motion for Adoption of the September Meeting Minutes
 1. Ashley Anspach
 2. Kelly Newswanger

TREASURER'S REPORT: Sara Derr

- Motion for adoption of the September Treasurer's report
 1. Ashley Derolf
 2. Kristen Martin

COMMITTEE REPORTS:

Assemblies: Committee Chair, Trisha Rabold

- Holly Serio visited on September 15th and kids were very into it
- Kathy Miller will visit Fort Zeller on November 8th
 - Class schedule and assembly times remain TBD

Book Fair: Committee Chair, Amora Cook

- Fall Book Fair Dates:
 - Thursday, November 16th - Preview Day
 - Friday November 17th - Student Buying Day
 - Monday & Tuesday, November 20th & 21st - Parent/Family Buying Days
- Select profit options for fair - cash or Scholastic Dollars
 - Discussion about whether we cash out or scholastic dollars
 - We would get 50% of Scholastic Dollars or 25% of sales to cash out
 - Vote to cashout in fall
- Current Scholastic Dollars balance - \$4074.20
 - Typically used for scholastic news (\$2,000 per year) and even if we cash out in fall, we anticipate to have that left over after spring

Rewards Programs: Committee Chair, *Unfilled*

- Review Boxtops - App - Scanning Receipts
- Since July 2023 - Earned \$48.10
 - A reminder to download the app and scan receipts to collect Boxtops rewards
 - No other rewards programs identified at this time

Fundraising: Committee Chair, Kristen Martin

- Justino's Pizza/Sub Ticket Sale
 - Info to go home with students - Monday 10/16
 - Due Back - 10/25
 - Tickets go home with students - 11/6
 - PTO earns \$3/ticket
 - Subs - \$8/Ticket - Turkey/Ham/Italian/Salami & Cheese/Veggie
 - Cheese Pizza - \$12/Ticket - Toppings are additional
 - This will be run very similarly to the Dutchway Sub Ticket Sale
- Day at the Union House in Richland
 - Sunday, November 12 - 9AM-8PM (breakfast, lunch, and dinner)
 - 10% of all food sales (no coupon or mention of PTO required)
 - PTO has table - people take turns at during the day
 - PTO - donation jar, coloring pages and crayons for kids
- Spirit Wear
 - Dates, etc to be scheduled
- End of Jan/Feb - Coin wars
- March - Dutchway Sub Sale
- May - Dutchway Punch Cards

Race for Education: Tri-Chairs, Amy Shade, Kelly Newswanger, & Bethany Snyder

- Sign up genius went out for volunteers.
- T-shirt orders have been placed and should arrive 10/2. Shirts will be delivered directly to the high school to be sorted by high school students and delivered to FZ asap.
- Water bottles have been delivered, labels printed, and middle school students fill them with water and delivered to the FZ cafe refrigerator.
- Cones have been requested from Mr. Babiarz.
- Johanna Party and Event Decor is donating a balloon display for the day of the race to both schools.
- Antonios Mykoniatis Home Improvements agreed to pay for apple slices for both schools this year.
- Amanda Krall provided the water bottles for both Fort Zeller and Jackson Elementry.
- Two (2) thank you posters (24 x 30 inch) with all business sponsor logos (Gold, Blue, and White levels) will be printed from Kwik Quality Printing. Posters will be displayed on the day of the event and then hung in both school offices for the remainder of the school year.
- Donation jar with QR code to 99Pledges site and a clipboard to log cash donations will be at the event this year.
- Bubble guns/machines needed for the day of the event. If anyone can lend a bubble machine/gun or bubble refills for the day, we would like to have bubbles going for all classes!
- Class winners will be announced by Monday October 16.
 - Rain date for the event is October 13th but the forecast is questionable. Back up plan will be the gym. Families will be allowed to watch in the gym but not enter the building any further.
- Current business donation amount: \$10,450
- Student donation amount: \$7,483 (as of 10/4)
- Personalized thank you letters are being sent to businesses with vinyl ELCO stickers.
- Kids are supposed to be rewarded for hitting certain targets
 - \$5,000-extra recess
 - Date/Time left to teachers to decide
 - \$7,500- each child receives a sticker with their water bottles on Friday
 - \$10,000- PTO proposed movie and snack
 - Mrs. Houk and teacher representatives take to the grade level meeting and decide if that is possible to do.
 - If not possible, PTO looking for other suggestions
- Richland Library to read to the classes at the end of their races

Hospitality: Tri-Chairs, Danielle Gingrich, Erin Horning, & Ashley Anspach

- Our next hospitality event is scheduled for Monday, November 20th during Parent Teacher conferences.
- We are looking for a hospitality co-chair to replace Danielle and join Erin Horning.
 - Responsibilities include making a signup genius for each event, planning a simple theme, and setting up and tearing down each event. Danielle and Erin have a schedule laid out for the year already. It's a lot of fun organizing treats for the staff who are so deserving!

Gingerbread Shop: Committee Chair, Ashley Weiler

- Dates set for Thursday Dec. 14th & Dec. 15th

- Each class will only shop one day
- Volunteer sign ups to come
- New location- Library
- Donations
 - Two small business owners have already reached out to donate
 - One will provide her crafts and we will give back whatever we don't sell
 - The second has new items from her craft business, details being worked out.

Memory Book: Committee Co-Chairs, Kelly Mohn & Lindsey Moyer

- Lindsey Moyer has volunteered to help with the yearbook this year! Thanks to Lindsey. She can be added to the yearbook site once we have a contract in place.
- I've been in contact with Lifetouch and will likely renew the contract with them after double checking that we can't do better with one more other company. I'm waiting for a reply from them. The price for this year would again be \$15. We could expect a small check at the end of the sale like last year unless the group would rather drop the price a little, but that would make it \$14.35 or so.
- At the last meeting, it seemed like everyone was positive about a cover contest, so we can do that again. I would send home the contest information with second grade students after Thanksgiving break. Their entries would be due early January. What did Mrs. Houck, teachers, and other staff think about voting? Is that ok to do the same again, or would they rather have a file of scans in an email and a Google form?
 - Everyone agreed we should move forward with the yearbook cover contest and teachers will vote anonymously.

Fun in the Sun: Co-Chairs, Erin Horning & Amora Cook

- No new agenda items.

OLD BUSINESS:

- Meeting Dates for the Year -
 - Wednesday, October 4, 2023
 - Wednesday, November 8, 2023
 - Wednesday, December 6, 2023
 - Wednesday, January 10, 2024
 - Wednesday, February 7, 2024
 - Wednesday, March 6, 2024
 - Wednesday, April 10, 2024
 - Wednesday, May 8, 2024

NEW BUSINESS:

- Christmas books
 - Discussed creating a PTO account so that the orders are all together
 - Each grade will select one book each instead of multiple books
 - Kristen to reach out to the Job Training classroom volunteers to assist with wrapping the books
 -

Meeting adjourned at 7:30pm

NEXT MEETING: Wednesday, November 8, 2023