

Kean Elementary PTO Meeting September 5, 2023

A meeting of the Kean Elementary PTO was held at Kean Elementary on September 4 at 6pm ET.

Attendees: Gabrielle Montgomery, Tina Knight, Julie Abbott, Michelle Stull, Aisling Cadmus, Marissa Strange, Amy Humrichouser, Nicolle Sigler, Ashley Pyers

- Introductions
 - New officers Tina and Elizabeth
 - New Chairs
 - Ashley Pyers - Spirit wear and Teacher Appreciation
 - Nicole Sigler- Yearbook
 - Still need a Holiday Shop co-chair- possibly Marissa Ratino?
 - Need to setup a committee for the Playground more work than 1 person can manage
- Treasurer update, 501(c)3 update-its official :)
 - We can officially start looking for corporate sponsors and filling out grant applications towards a new playground
 - Update Michelle for Allocation spreadsheet
 - \$250- Dehaan, Shantz, Bowman, McMorrow, Honour, Egli, Yarnell, Thomas, Kolleth(replaced Chenevey)
 - \$200- new teacher Mrs. Jordan, 1st grade replaced Mckeown(Hall)
 - Tina sent a note to teachers reminding them. Last year we had \$2K go unclaimed. We will keep the budget as is for now and remind teachers they have funds they can use for their classrooms.
 - We raised ~\$8700 less than last year and had an increase of ~\$3000 in costs. Hoping new fundraisers will help raise more money. Determining if we keep Butterbraid fundraiser or discontinue.
- Mums are off and running!
 - Gabrielle will send out a message that students can still accept cash/check orders til friday since info went out a few days late.
 - Sign up genius for delivery day help went out last week with the intro email from PTO. We have a few volunteers signed up already. A reminder email with the link again will be sent next week.

- On delivery day we will ask staff not to park in the upper left area closest to the playground blacktop so we can have room to sort and not ask them to move halfway through the day.
- Also will start the unload pile all the way by the road and work back to help with space when we start to sort student orders.
- Fund Run update:
 - Tina met with Brian Polen. She is in the process of getting our webpage done through his site that donations will be run through.
 - Info handouts, prize/rewards page and cash donations forms ready to print upon approval and lock down of schedule with Gabrielle.
 - Ordered the shoe charms and necklaces since shipping was going to be long and wanted to make sure we had them in time.
 - Already have some prize donations secured! Waiting to hear back from a few others.
 - Talked with Dehaan to include “training” in week(s) leading up to run day to get kids engaged and excited
 - Let's look into sponsors to pay for cost of necklace & charms, other prizes and Polen's fee
- Playground updates
 - Tina spoke with a rep from Landscape Structures in August and has some basic estimates to start planning and fundraising.
 - Reviewed different options and pricing. Tina will create a brochure leave behind piece along with the parent info page and donation info page as soon as she is done getting the fund run webpage done.
 - Need to determine if we want to use WCCF for our donations like Cornerstone or collect ourselves, like Parkview. Tina is going to look into fees of WCCF.
 - Need to establish a committee to help get donations, collect receipts, etc.as too much work for one person.
 - Cost wise it looks to be closer to \$300K than the \$200K we originally thought.
- Cheer cart update
 - Sarah Carter is stepping down but is willing to help Ashley get started.
 - Sarah stocked the lounge for the start of the year for teachers with K cups, tea bags, assorted bev. in the fridge, etc. She also picked them up breakfast on the teacher work day before school started for the August cheer cart.

- Ideas from Gabrielle for monthly cheer cart treats:
 - September 17th: Merry Brook Baking Company
 - October 21st: Ott's Coffee (or other coffee)
 - November 21st: Dough to Go
 - December 17th: Gourmet popcorn
 - January 28th: Trail Mix Bar
 - February 28th: Sure House Cretzels
 - March 20th: Candy
 - April 23rd: Troyer's Treats
 - May 29th (Teacher Work Day): Breakfast treats –Won't need cheer cart this day as Teacher appreciation week will cover this.

- Spirit wear update
 - Kean shirt idea has been approved & proof created from Illusions Printing.
 - Still waiting on shirt sizes for a number of students. Tina is going to reach out to parents for the missing shirt sizes. Will see if we can add shirt size to final forms for next year.
 - Talked with Beth from Illusions about using website for parent spirit wear orders.

- Conference meals update
 - Chipotle dine to donate is scheduled for Wednesday during PTC & will be the teacher meal.
 - Need to see if we can get donations or sponsorship for the Monday meal.

- Birthday Books update
 - Ordered more on Amazon and used our \$36 scholastic balance to hold us over until the November book fair. We can buy more than if needed.

- Staff appreciation days for PTO to sponsor are the same as last year to keep it easy. Will see if other PTO's want to contribute money:
 - National School Counseling Week - February 3-7, 2025
 - School Bus Driver Appreciation Day - April 22, 2025
 - Maintenance Worker Appreciation Day - March 7, 2025
 - Paraprofessional Appreciation Day - April 2, 2025

Looking Ahead

SEPT

- Thursday 26th -Mums delivery. Sign up genius made and on the website as well as linked in the welcome email.

OCT

- Wednesday 9th - 4th grade field trip- Ramseyer Farms
- 11th -Fund Run- Sign up genius created. Waiting on the final schedule to then tweak the volunteer times and then will send it out.

NOV

- Friday the 1st- Fall Class parties/parade
- Monday 11th - Wednesday 13th -Book fair
 - Open during conferences both nights
 - Tear down 14th morning
- 11th and 13th PTC
- 13th - Chipotle Dine to Donate
- 4th grade grandparents day. PTO is no longer providing refreshments! Gives more time to spend with kiddo's in the classroom.

DEC

- Winter movie and decorations theme?
- Talent show act submissions will be virtual with submitting a video Due December 1st (jan rehearsal & show)
- 5th Mariola Dine to Donate confirmed (second date for the year is March 20th)
- 10-12th Holiday shop is scheduled. Set up on the 9th after school and tear down the 12th after school. Need about 320 flyers.

Calls to action

- Tina to add to the fund run message to parents that we are establishing a volunteer committee to help with playground fundraising
- Tina to add a time slot for mum cleanup on the signup genius 6-7. (Be there by 5:45) to bring uncollected mums into the school.

Meet adjourned 7:30pm