

Kean PTO Meeting

05 December 2023 / 6:00 PM / Library

Attendees

Aisling Cadmus, Tina Knight, Julie Abbott, Michelle Stull, Gabrielle Montgomery, Barbie Arnold, Mrs. Boyd, Brittany Garver

Agenda

Last Meeting Follow-up

1. Holiday Shop 2023
 - Successful Holiday Shop!
 - Plenty of Volunteers - Yay! Had a few no shows, next time we send out sign up genius early we need to remember to send a reminder a week or 2 out.
2. Talent Show: Zuzi Lee with Co-Chair Michelle Stull
 - Auditions were last night 12/4/2023; Went well. Michelle will sent an email tomorrow to all the acts
 - 1/25 dress rehearsal
 - 1/26 school & after school shows
3. Conference Meals Follow Up
 - Meals went well
 - Tina reaching out to Oma Gourd for possible pre-ordered meal options
 - Aisling to contact Gregg Orthodontics for possibly sponsoring a meal
4. 2nd and 3rd Grade Grandparents Day
 - Spent \$58.97 @ Meijer and \$247.64 @ Walmart = \$306.61
 - Budgeted last year and this year \$300; actual spent last year \$554.44
 - Closer to \$750 total; Michele to update the budget
 - Picked up a donation form from Meijer to get donations for K-1 Grandparents Day
 - The Amount of food and drink was about right.
 - 2-3 pieces per person: donut holes, cookies, mini muffins
 - Mini water bottles: 1 - 15 pack per class (could do water cups instead)
 - 1 gallon cider per class

- Everyone seems to like the split Grandparent's Day. Will we keep it the same next year?

New Business

5. Library Project:

- WCS plans to redistrict next year or two and the library will be reclaimed
- Mrs. McMorrow needs a speaker of some sort for the next couple years.
 - Lightspeed Redcat System (what teachers use) costs \$1500 to \$2000
 - Would be nice to find a cheaper option: [Rockville PA with Mics \\$140 ish](#)
- Create Permanent Library Reading Nook for Library now, Reading/Study area later
 - Researching possible ideas

6. Book Fair:

- We received our book fair invoice; misread scholastic dollars so we will need to pay scholastic for the overage of \$298.06
- Julie & Dan Abbott will chair/co-chair the book fair
- BOGO Sale in April or May

7. Cheer Cart: How are things going

- We will be doing Cookie Snob, will make sure there is a gluten free option and fruit for the teacher that doesn't eat gluten/refined sugar
- Brittany is working with Sarah

8. Decorating Holiday: General Christmas Theme

- Decorating this Friday after school 4-7
- Noelle is the movie selected
- Next year we need to try and select the movie earlier
- Discussed some additional decoration needs

9. PTO Christmas Gift Cards \$10 each

- Tina suggested getting specific gift cards for specific people based on Sunshine Book. Need to make copies. Great Idea!
- List of People who need gift cards including our Bus Drivers
- Tina to build a Wooden Christmas Tree to put Cards on.
- Purchase Christmas Cards

10. Para Appreciation Day and Bus Driver Appreciation Day

- Need to discuss with Gabrielle what the expectation is for these days and if there's a budget from the school district.
- Aisling to reach out to other school PTO's to see if we can collaborate with other Elementary and Edgewood for all Bus Drivers

11. Congratulations Gifts: \$50-\$75 per event to be added to budget

- Kollath (It happened over the summer but prob should include her.)
- McKeown (Hall)
- Myrwold (Osborne) - Also buying a house
- Kacere (Meyer)

12. Budget Changes

- Changing allocation to \$250 for each teacher including art, gym, music, guidance
 - Stay at \$600 for guided reading books
 - Does Mrs. McMorrow need \$600 for library and subscriptions? Keep for now.
- New Budget for Grandparent's Day: Propose \$750
- Add Budget Item for Para and Bus Driver Appreciation Days
 - Budgeted \$600
- Library Books and Subscriptions:
 - Budgeted \$600
- Movie Night
 - \$500 Budget
 - Haven't done it since I have been here. Should we bring this back or put the budget toward Grandparent's Day-[put toward grandparents day](#)

13. Valentines Parties

- February 16th @ 2:30 for all grades (2:30 volunteers come and kids start passing out valentines while the volunteers set up)--reco no to names on the valentines
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14. Needs:

- Agreed to purchase 3 additional 8' folding tables
- Aisling to purchase
 - \$80 on sale @ Sam's Club/\$89 @ Lowes
 - Also need wireless battery operated lights for the PTO shed as the ones in the shed are corroded.

Notes

- Make office as Santa's workshop
- Leave christmas tree in the entryway

Action Items

1. Split Music and Art Budgets and give each \$250. Create a "Specials" Category for Art, Music, Reading, Library, P.E., and Guidance.
2. List of Staff for Gift Cards including Kean Bus Drivers