

## Kean Elementary PTO Meeting May 2, 2023

A meeting of the Kean Elementary PTO was held at Kean Elementary on May 2, 2023, at 6pm ET.

Attendees: Aisling Cadmus, Tina Knight, Julie Abbott, Elizabeth Choppie

1. Treasurer Report
  - a. Balance \$28,083
2. Last Meeting Follow-up
  - a. Book Fair this week through Friday- morning shopping hours
    - i. Teachers have \$100 each to spend. BOGO doesn't count for scholastic dollars.
    - ii. Will also spend ~\$1,000 birthday books
  - b. Right to Read Week
    - i. Kick off 5/19
    - ii. Budget \$500
    - iii. Activities include Outback Ray, Origami Zoo Animals, Swim Day at High School, Scavenger hunt, animal crafts
    - iv. Decorating day May 12 4-8
  - c. Talent Show cancelled
    - i. Not enough parent volunteers in core roles to support
    - ii. Event needs co-chair to help organize and gather enough volunteers if event continues
  - d. Preparing Holiday Shop 2023
    - i. Need Chair/Co-chair ASAP or event will be cancelled next year as product, etc scheduling needs done in the summer
  - e. Teacher Appreciation Week under way
    - i. A lot of coffee left over; may need to adjust qty for next year
3. New Business
  - a. Field Day w/ Mr. Dehann
    - i. Need 33 volunteers May 23 K-2 am 9-11 / Grades 3-4 pm 1-3
    - ii. Current volunteer totals are 23 am & 21 pm—more needed
  - b. PTO page now available on Kean website!
    - i. Loading with PTO leadership, upcoming meetings, events & other PTO happenings
    - ii. Julie to send Gabrielle meeting minutes to load to page
  - c. Library
    - i. PTO to request meeting with superintendent directly to understand what can be done about library: ideas would like considered are fire-code approved partitions, trailers, other possible options
  - d. PTO Board Nominations open for 2023-2024 school year!
    - i. Lots of opportunities to volunteer and be a part of the PTO through the board or Committees
    - ii. Known openings for next school year listed in red at the bottom of the notes
  - e. PTO needs guidance on taxes
  - f. Possibly meet with other Elementary PTOs to share best practices & ways of working
4. Action Items:
  - a. Aisling: Holiday Shop 2023 letter to parents
  - b. Tina: Follow up with Mrs. Chenevey for Right to Read Week Theme/Happenings

- c. Aisling: Complete paperwork and order special peg board project for Mr. Dehann (estimate \$2,000 approved last meeting)
  - d. Julie: Send Tina info flyer by Thursday of what PTO has funded. She can use for kindergarten tours. We can also on PTO website and Facebook page
  - e. Julie: Send Gabrielle meeting notes to post to PTO page
5. Last meeting this school year; may meet during summer TBD

Meeting adjourned 7:30 pm

<b>PTO Leadership</b>	
<b>Aisling Cadmus</b>	President
<b>Tina Knight</b>	Vice President
<b>Open</b>	Treasurer
<b>Julie Abbott</b>	Secretary

<b>PTO Committees</b>	Chair / Co-Chairs
<b>Yearbook</b>	<b>Open / Open</b>
<b>School t-shirt/Spirit Wear</b>	<b>Open</b>
<b>Butterbraid Sales</b>	Amanda Terakedis
<b>Talent Show</b>	Zuzi Lee / <b>Open</b>
<b>Mum Sales</b>	Elizabeth Choppie
<b>Donut Makers</b>	Shannon & Gabe Pyers
<b>Book Fair/Scholastic</b>	<b>Open / Open</b>
<b>Teacher Appreciation</b>	Sarah Carter / Brittany Garver
<b>Grandparents Day</b>	<b>Open</b>
<b>Holiday Shop</b>	<b>Open / Open</b>
<b>Right to Read Week</b>	PTO Committee with Mrs. Chenevey