



**Swedesboro-Woolwich PTO  
Board Meeting Minutes  
March 10, 2025**

**I. Treasurer's Report-** Deanna

- Amazon business account
- Check procedure this point forward
- Anything additional

**II. Old Business**

1. Wizards

- Confirmed with Wizards we are doing it next year
- WizFit?

2. Stratton Dr. Seuss Night 3/4- PTO provided Dr. Seuss themed tote bags

3. Clifford Book Fair and Dr. Seuss Night:

- 3/6: Dr. Seuss Night- PTO provided pencils, book marks and goldfish
- 3/6-3/7 Clifford Spring Book Fair- great sales!

**III. New business**

1. Teacher Treat Days

- a. 3/12- Hill St. Patty Day Teacher Treat 10-2 PM

- b. 3/14- Teacher Treat- Pi Day and St Patty Day Theme
  - o Clifford 730-12 PM
  - o Harker 8-12 PM
  - o Stratton 1045-115 PM

**ANY HELP NEEDED?**

2. Boosterthon
  - i. 3/12- Teacher Meetings at Stratton and Harker 320-340 PM
  - ii. 3/18 - Boosterthon Program Kick off- all videos, announcements and social media are being sent to Alicia to get to contacts at Stratton and Harker
  - iii. 3/19-3/26 - Boosterthon Team Days- any specific requests for help from Shannon, Suzanne and Amy will be made directly to them in advance
  - iv. 3/27 - Harker Boosterthon Event (Booster team on site)- will be glow run inside if weather is bad- trying to add teachers doing a lap in blow up costumes- Amy and Suzanne- will need to organize signup for volunteers for that day, Alicia and I will reach out to you directly on that :)
  - v. 3/28 - Stratton Boosterthon Event (Booster team on site)- glow run if weather is bad- Shannon, you have let me know you will be out of town for that- Rebecca, it is my understanding you are filling in at Stratton. Alicia and I will reach out to you directly for setting up volunteer signup :)
3. SWBOE meeting- Wednesday, 3/6, 6 PM Stratton
4. Kindergarten Roundup- Thursday, 3/20 6 PM- table there?
5. 2025-2026 SWPTO Board Position Interest
  - Tuesday March 25 9 AM Coffee & Cream- any questions about board positions?
  - Friday, April 11, 2025 by 5 PM- current board member notification due
  - Friday, April 25, by 5 PM- nominations due
  - 5/12- PTO Board Meeting and Elections 7 PM Stratton library

-Amended bylaws to be voted on at April 7 meeting

6. Spring Family Fun Night- 4/3, 6-830 PM

-Will have playbook, should plan to be there 4- 930, please let me know if you can't make it

-Teacher volunteers, Renaissance kiddos

-Fire Permit

-Inflatables- 3

-Food Trucks

-Tables and Chairs

-Balloon Artis

-Ponies

-Teacher Popcorn Tent

-Candy Tent

-Stations

-Fishing

-Something with bubbles?

-Raffle Baskets

7. Spring Book Fairs- Under the Sea Theme

- Scholastic drop off, pick up

Stratton- have schedule- scholastic box come in?

4/1 Stratton Spring Book Fair Set Up- putting together flyers- **HELP NEEDED?**

4/2-4/9 - Stratton Spring Book Fair

Harker- need schedule, scholastic box come in?

4/4 - Harker Spring Book Fair Set up after 330 PM

4/7-4/11 - Harker Spring Book Fair, teacher preview 4/7 745-830 AM

Hill- need schedule, scholastic box come in?

4/22- Hill Spring Book Fair Set up anytime (Spring break: 4/14-4/21)

4/23 & 4/25 - Hill Spring Book Fair

Elaine- okay to make flyers with QR code?

8. Clifford Lunch With Littles- 4/4, 11-2 PM

9. Clifford Field Trip for K and Pre-K- 4/22, 4/23 and 4/25- PTO providing soft pretzels

10. Fun Days

Clifford- 5/29/25

Stratton- 5/30

Harker 5/22, Rain Date 5/30

11. School Supply Kits- All Finalized except Hill

12. Teacher Appreciation week- 5/5-5/9- Las Aves

5/7 - Clifford Teacher Appreciation Luncheon- 10-230 PM

5/8 - Harker Teacher Appreciation Luncheon- 10-230 PM

5/9- Stratton and Hill Teacher Appreciation Luncheon 10-230 PM

13. Teacher Appreciation and PTO Member Appreciation Night 5/2 6-9 PM

Next meeting April 7, 2025 at 7 PM

Anything else for good of order?

## **SWPTO Meeting Minutes**

**March 10, 2025**

- In Attendance
  - Tara Bustard, Elaine Luoma, Suzanne Healey, Jaime Mihok, Alicia Midure, Deanna McCoubrie, Rebecca Coughlan, Amy Illiano, Shannon Stelle, Tara Carlton
- Treasurer Report
  - PTO Amazon Account
    - We can place orders on PTO credit card
      - Orders above \$250 will require approval
      - Can still add individual addresses
    - Allows board oversight of what is being purchased
    - Business account will cost \$349 annually
      - Vote: Unanimous approval for Prime Business account
  - New Check Procedure
    - Proposal to streamline check procedure to have initialed checks instead of printed emails to verify approval
  - Cash Counting Machine
    - Vote: Unanimous approval for purchase of a cash counting machine
- Old Business
  - Wizards - Confirmed, but date cannot be picked until this summer when Kingsway opens the schedule
    - Aiming for January/February

- Contract coming from them soon
- WizFit
  - A fundraising option, similar to a Boosterthon
  - Run in conjunction with the gym classes, and as a lead up to the Wizards game
  - We had a call last school year, and left with questions; worth having a second call to get more information
- Stratton Dr. Seuss Night - 3/4
  - PTO provided tote bags, seemed like a hit
- Clifford Bookfair/Dr. Seuss Night 3/6
  - Much higher sales than in previous years
  - Traini will likely want to recreate this in future years

## New Business

- Teacher Treat Days
  - 3/12 - Stratton & Hill
  - 3/14 - Harker & Clifford
  - Sign Ups were sent out to parents and have been well received
- Boosterthon
  - 3/12 - Teacher Meetings at Stratton & Harker, 3:20 - 3:40
    - We're awaiting materials from the Booster team for the teacher meeting
  - 3/18 - Program Kick Off
    - Videos will be shown starting that day and then throughout the two weeks it's ongoing
  - 3/19 - 3/26
    - VPs will be notified when things are needed (ie filling in state map, etc)

- Most rewards will be classroom based, so hopefully less hands on from us
- 3/27 & 3/28 - Harker Event & Stratton Event
  - Sign Up will be largely weather dependent - if inclement weather it will be moved inside and we will be restricted on number of volunteers
- Will be some "gift" incentives, but they will be class wide and not individual
- Teachers came back with ideas for large scale incentives (extra recess, hat day, etc)
- BOE Meeting 3/6 at 6:00 at Stratton
  - PTO Board presenting checks to each school
- Kindergarten Round Up
  - 3/20, 6:00 at Clifford
  - Recruit for new VP
  - Collect contact information for new parents
- 25-26 Board Position Interest Recruitment
  - Elections are on 5/12
  - Coffee & Cream - 3/25, 9:00
  - 4/11 by 5PM - current board notifications due - just let Tara know if you're running again for next year/what you want to run for
  - 4/25 by 5PM - nominations due
- Amended bylaws will be going out to our membership this week via PTBoard
  - Amended bylaws will be voted on at 4/7 meeting
- Spring Family Fun Night - 4/3, 6 - 8:30
  - Board should plan to be there 4-9:30
    - Board let Tara know ASAP about timing
    - Tara will be reaching out to teacher volunteers and Renaissance kids to help fill in where needed
      - Elaine to find info for Renaissance coordinator

- Fire Permit - Jaime to coordinate
- Lights - Elaine to coordinate
- Inflatables
  - Plan for different inflatables, will get a discount
    - Obstacle Course - \$375
    - 3-in-1 Sports Inflatable - \$200
    - Smaller Bounce House - \$225
  - Looking into option of renting tables/chairs near food trucks and potential tent
    - Table/Chair Rental Cost - \$10 per table, \$1.75 per chair (includes set up and breakdown cost)
  - \$1040 total for inflatables, tables, & chairs - unanimous approval
- Balloon Artists
  - Providing tickets for time slots to try to minimize the line
  - Deanna to verify amount of balloons per hour
- Pony rides
- Popcorn Tent
  - Have teachers hand out popcorn from the teachers in lieu of scooping ice cream
- Mini Mojo (students from Kingsway) band - contacted to see if they want to perform
  - If they say no, we can reach out to a DJ
- Stations
  - Fishing
  - Ping Pong Fish Bowls - win Moshis
  - Tattoos
  - Coloring
- Bubble blowers, but not bubble station



- Raffle Baskets
  - Board members to make push to secure donations for the baskets
  - Tara will work to distribute baskets so we can have them ready for the raffle
- Spring Book Fairs - Under the Sea
  - VPs are co-hosts so they can access the info online
    - VPs get order to Tara day of set up so we can hopefully get restocks
  - Stratton - 4/1 set up, 4/2-4/9 shopping, 4/3 SFFN
    - If Shannon is still away when things start coming in, Rebecca to coordinate
  - Harker - 4/4 set up, 4/7-4/11 shopping
  - Hill - 4/22 set up, 4/23 & 4/25 shopping
  - Elaine to create flyers with QR codes
- Lunch with Littles - Clifford 4/4, 11-2
  - Looking for help from Hill
- Clifford Field Trips: 4/22, 4/23, 4/25
  - PTO providing pretzels
- Fun Days
  - Clifford 5/29
  - Stratton 5/30
  - Harker 5/22 rain date 5/30
- School Supply Kits
  - Revamped lists
  - Everything finalized except Hill
- Teacher Appreciation Week - 5/5-5/9 - Las Aves
  - Clifford - 5/7

- Harker 5/8
- Stratton & Hill - 5/9
- Teacher Appreciation & PTO Member Appreciation Night, 5/2 4-9
  - Yard Bar will be comping the bar
    - We provide the alcohol, but they provide everything else & non alcoholic options
  - 4-6 Teacher Happy Hour - Free for teachers - serves as teacher appreciation gift
    - Food - tasting room will have build your own charcuterie, sliders, small dessert
    - Happy hour-esque
  - 6 - 9 Parent Part, \$20 per person
    - Bar, food, potential flowers
  - Looking at a total cost approximately \$2500
  - Dressing Room will do a 10% kickback that night