

## **Kean Elementary PTO Meeting April 1, 2025**

A meeting of the Kean Elementary PTO was held at Kean Elementary on April 1, 2025 at 6pm.

Attendees: Nicole Sigler, Aisling Cadmus, Elizabeth Choppie, Tina Knight, Michelle Stull, Gabrielle Montgomery, Julie Abbott

- **Treasurer update**
  - At 112% for revenue and 51% for expenses
  - Renaming line expense for Generals Club to after school care program
  - Tina to let Ashley know there's about \$700 left in the budget for Cheer Cart
  - Michelle to help fill out taxes this summer as our taxes are due after our year end (which is June 30)
- **Otis Fundraiser Update**
  - Delivery is week of April 22 (April 24 evening after 3:30pm is preferred)
  - Sign up genius for help on delivery day
  - Profit \$13,618 (30K+ in sales) - Elizabeth reviewing donation total and helping hands totals and to next year look into setting up a venmo or another way for families to easily donate money not through the fundraising company
  - Elizabeth to follow up with prizes
- **Book Fair update**
  - \$2800 in Scholastic Dollars (need about \$500 for Club 1,000)
  - Tuesday night open during science night
  - State testing this week - Will send to classroom signup to 3rd and 4th grade teachers first due to state testing. Then will send it to K-2 next week.
  - Gabrielle to review letters/fliers and then we'll send it to Brenda to print.
  - Julie will send an email out to parents next week as well.
- **Paraprofessional appreciation day is Wednesday 4/2**
  - Sweet treat and nice card
- **Bus Driver appreciation day is Tuesday 4/22**
  - sweet treat and note handed out in the morning or afternoon to Kean bus drivers

- 4th grade shirts
  - Design is done and sent to Illusions for proof
  - Also sent to Expert T's (another local shirt printer) for a quote.  
They are \$1 cheaper than illusions. They are working on sending a proof.
- Playground planning
  - Met with WCCF
  - Talked with GameTime Rep
  - Talked with Tudor at the Kean Master Plan meeting
    - Pre school most likely be at Kean
      - They will pay for that playground
    - Unlikely construction on back side if ever needed.
    - Suggest wait till after May vote to start fundraising and final print of leave behind pieces to see what happens.
- Teacher appreciation week
  - Laura sent over helpful info from a friend of hers that runs it at another school.
    - Theme's with similar "schedule" each year so teachers know what to expect.
    - Asked Adelia about her massage friends
    - Meeting with Laura and Ashley Monday to discuss and plan details
- Fund Run
  - Sent email to Alex Kacere at high school for track again- we should be good in spring 2026 during school day to use it
  - Sent Brian Polen an email, requesting spring dates
- Yearbook due 4/17
  - Principal letter?
  - Nicole needs a picture of Kean. Gabrielle will send her one.
  - Once done Nicole will share with Gabrielle a proof.
- Back drop with School logo request
  - Kaley Egli emailed about PTO purchasing a backdrop with school logo repeat pattern and backdrop stand for kean events.
  - Tina looked online and found a few. She's reading reviews and will order one.
  - Michelle has a stand that she's willing to donate. It uses grommets.

- Design for next year's t-shirts. (Peace, Love & Lead—maybe tie dyed depending on costs)
- Trying to schedule a meeting with the decorating crew to get Right to read week decorations planned.
- 3rd grade field trips - historical society April 22 and wilderness center May 7

Action Items:

- ☐ Tina to email Brenda for meeting space needed Monday night
- ☐ Elizabeth to follow up with Fundraiser contact to inform her that the Magic Show will be for the entire school with special VIP access to those meeting goals and to move the time for the VIP assembly.
- ☐ Tina to let Ashley know there's about \$700 left in the budget for Cheer Cart and teacher appreciation week
- ☐ Julie to email 3rd/4th grade teachers book fair classroom signup this week and the rest of the school next week.
- ☐ Gabrielle to review book fair letter and ewallet flyer. Julie to send to Brenda once final for printing