McQuistion Elementary PTO
September 8, 2025
Meeting Minutes

- **The meeting started at 6:01 by Shannon Weber, all board members were present and 14 members.**
- **Introductions -** Meet the board
- **Communication -** Principal Weekly Newsletter, Social Media, Meeting Minutes
- **Treasurer's Report - attached**

Old Business

- **End of Year Events:** Luau: was moved inside due to rain, not as many people as years past, but still a great event and memories were made. Field Day, 5th Grade Celebration: moved inside due to rain, but still a great event. Alumni Parade
- **Annual Report -** Audit done in July by Alisha Coulter and Amy Maskal
- **Shed Update:** The permit has been approved and we will be paying for it soon, we need to schedule the survey after that, the shed will be 12x20 and have a garage door and man door. Volunteers will be needed to help level the ground.

Ongoing

- **Boxtops -** Make sure to download the App, scan Paper and Digital receipts. Linking participating stores - so far Walmart is the only option. The September challenge: when you buy 8 participating products, you earn 18 bonus box tops. You have 14 days after purchase to scan the receipt.
- **Amazon Wishlist -** Purchases have been made for 7 teachers/staff

New Business

- **Touch a Truck night:** Friday, 9/26 5:00-7:00. Police, EMT, and Fire Truck - if you know of anyone with construction type vehicles, please reach out and let us know - McQuistionPTO@gmail.com
- **Clearances:** Clearances last for 5 years and are FREE the first time you get them for the school. Must be submitted within a year of getting them. *Required for everything other than class parties.*
- **Assemblies/Site Visits:** 2nd Grade will be going to The Children's Museum on 10/21. We need 10 parent volunteers. All volunteers must have all 3 clearances submitted to the district prior to attending. Depending on how many volunteers we get, we may have a "raffle" to pick parents from each room. Information will be going on soon regarding parent sign ups. We did discuss asking for a $5 donation per 2nd grade student to help cover the bus cost. 5th grade is going to The Byham in March. Mrs. Cherry procured a grant to pay for the tickets and bus.

- **Trunk or Treat -** 10/15 - 6:00-7:00 - Prizes for the top 3 trunks - prize ideas? Set up begins after school is finished at 4:00. We will have a Fall/Halloween basket to raffle off and all proceeds will benefit the PTO, but the event itself is Free.
- **Class party** - **10/31 -** <u>You MUST have your license scanned at the office prior to the party. Licenses can be scanned NO MORE than 1 week prior to the party date. You must be a paid PTO member to help.</u>
- **Committees -** Sign up for specific committees of interest through WhatsApp. The general Link will be sent after the first meeting to all PTO members.
    - **Each committee will have two chairpersons that will be Co-Chairs**
    - **Chairperson Needed for:** Assemblies, Luau, Family Fun Night (the Friday evening of Holiday Shop week, or could be a Saturday morning), Math Game Night, Read-a-Thon, Co-Chair for Science Fair that would like to head the Science Fair for the '26-'27 school year. Co-Chair for dances.

- **Creating a new group on WhatsApp for photography at assemblies**
- **Yearbook:** the price has gone up for Yearbook Life - we will stick with them for this year, since they are easy to work with. The price for early bird yearbook will go up to $22, the regular price will stay at $25.
- **Pittsburgh Penguins Family Night:** Career in Sports Night - Potentially on Saturday, March 28, a 5:00 game. Tickets would be $42-$50. The pre-game panel would start around 2-2:30, go on the ice after the game, each student could take a shot into the net.
- **Bookfair:** The Innovation teacher is open to having a book fair, but discussions will occur on what it will look like.
- **Decorations:** Fall us up, Halloween will go up at the end of September/Beginning of October, then Thanksgiving at the beginning of November.
- **Spirit Wear Information:** Have two sales a year. One in the Fall/Winter and one in the Spring. After the below information was discussed, the members decided on CarCo.

CarCo:

We typically pick specific apparel items for the group based on what works with the designs & what you guys want to sell – so it's difficult to give you an upfront price list. But to give you an idea of our pricing – a Gildan t-shirt is $12 and a Gildan hoodie is $20. You can tell us how much you want to mark items up for fundraising ($3-5 is the norm). We will create custom designs for you – but if you have something specific in mind, please let us know.

How our sale works: once we get designs approved and we know the dates you'd like to run the store & how much you want to mark items up, we will create a "store quote" to send over to you. It will list all of the items, colors, and sizes that we will offer on the store – along with mock-ups & prices. You can look it over & let us know if you want to change anything. Once the quote is approved, our software uses the quote to help us create your online store. When it's ready, we will send you the link and a FB ad. When the store closes, we individually bag the orders with the packing slip inside so they are ready to distribute. You will get a check for the fundraising when you pick up the orders. Orders will be ready 2 weeks after the store closes if there is no embroidery on the store, 3 weeks if there is embroidery.

There are some items that have minimums if you want them in your store. Hats have a minimum of 12. Beanies do too. So, if 12 do not sell in the store, you would be required to purchase the rest. Usually this isn't a big deal as we can take the cost out of your fundraising check & you can sell the items at events.

Harlan's:
It's $300.00 to start the store. We will collect and produce the orders every two weeks. Your profit will be the price you choose to sell the item for minus our cost to you per item. For example, most schools are selling their t-shirts for around $25.00 in these stores.
General pricing:
front print only, basic blend garments 100% cotton,
(*back prints will be an additional $3.00 per.)
kids and adult
t-shirts - $18.00 per
long sleeve shirts - $19.00 per
hoodies and crewneck sweatshirts - $26.00 per

Werner Outfitters:
The link takes about a week to prepare. We can use their designs from other schools or the general 'butler' ones or if we find something we want on Etsy/Pinterest etc, we can send those ideas to them and they can create. They are getting back to us about pricing. Bulk pricing only, example: 50 youth shirts would cost $10.60 per shirt

LiveEdge Inspirations: Sadly, no information was sent to us

- **Monthly Reminders:**
  - **Skate Night: 9/17 - 6:30-8:30 -$4.50**
  - **Picture Day: October 2**