Radnor Elementary School PTO
General Meeting Minutes
September 4, 2025 7:00 PM – Library

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1. **Welcome from your PTO Co-Presidents & introduction of the PTO Executive Board 7:00PM**
   - Welcomed attendees and introduced the PTO Executive Board.
   - Reiterated the mission of the PTO: to support both large and small school operations, ranging from musicals to light fixtures to providing candy for PSSAs.
   - Expressed gratitude to the previous board for their service.
   - Stated a goal to encourage new parent involvement and volunteerism.
   - Noted the board is learning as they go, aiming to continue valued traditions while acknowledging some changes may occur.
   - Emphasized openness to feedback and the purpose of meetings: sharing school updates and conducting PTO business.
   - Expressed gratitude for ongoing support and generosity.
   - Upcoming events this month: Welcome Back Coffee and Back-to-School Picnic; call for attendance and volunteers.
   - Fundraising efforts: Dining Out Nights, Main Point Books, and contributions to the Annual Fund.
2. **Principal's Message 7:15PM**
   - Expressed gratitude for everyone's time, energy, and diversity of thought.
   - Shared experience from working in different types of districts.
   - Emphasized the importance of monitoring care and maintaining a commitment to excellence.
   - Highlighted the value of allowing children to be children and preserving their uniqueness.
   - Thanked the PTO for their care and support of teachers.
   - Noted that the PTO's impact creates positive, cascading effects throughout the school community, balancing the drive for excellence with fun, engaging activities for the students.
   - This is her 20th year in education, and 16th in administration.
3. **Teacher Liaisons**
   - Mrs. Maloney and Mrs. Grady will continue as Teacher Liaisons this year.
   - Dr. Young spoke on their behalf.
   - Staff expressed gratitude for PTO support.
   - Special thanks extended from many teachers and staff for the grab-and-go lunch provided on Monday 8/25, which was their convocation on the first day back.
4. **District Wide Update 7:20PM**
   - District-wide meeting has not yet been held.
   - Event scheduled for **September 27 at RES, 9:00–11:00 AM**.

- Attendance encouraged for all who are interested.
- Event will feature **many resources** for families.

5. **Recognition of those who helped get the school ready:**
   - Beautification Project: Flowers planted around the school.
   - Bulletin Boards: New chair this year – Jordan Byrd.
   - New Family Orientation: Volunteers supported the event; special thanks to Haley Erdlen for outstanding work.
   - Meet & Greet / Open House Night: Appreciation extended to all who attended.
   - Chalk the Walk: Gratitude shared for all who participated.
6. **New Business 7:30PM**
   a. **Review of revised By-Laws & vote**
      - **Purpose of PTO:** Updated to reflect that the PTO provides scholarships each year for high school students who are current or former RES students.
      - **Executive Board Roles:** Clarified and tightened to better reflect current responsibilities.
        - **Communications Role:** Shifted focus from primarily emails to broader channels — RES Express, social media, and Radnor Reader.
        - **Treasurer Term:** Changed from a required two-year term to a **preferred** two-year term for continuity, while appearing less daunting for new volunteers.
      - **Annual Fund Discussion:**
        - Haley Erdlen raised concern about removing Annual Fund responsibilities from the VP of Fundraising role, fearing decreased focus.
        - Co-Presidents clarified the Annual Fund would be the sole responsibility of the Annual Fund Chair, not the VP of Fundraising.
        - Elizabeth Krugler suggested adding an informal addendum listing all chair roles and their reporting structure (similar to an org chart), updated annually.
        - Additional suggestion to state that the VP of Fundraising maintains oversight/continuity of the Annual Fund, even though execution rests with the Annual Fund Chair.
        - Majority voted in favor of creating the addendum to list all chairs.

   b. **Review of the Budget & vote for approval (Alyssa Nab)7:45PM**
      - Budget preparation described as more of an **art than a science**.
      - Thanks extended to *Emily* for helping get up to speed over the summer.
      - **Fundraising:** Generally consistent with prior year.
        - Key revenue sources: **Smart Run, Pretzel Fridays, and Annual Fundraising Campaign**.
        - Total revenue: **$43,000**, consistent with previous year.
      - **Expenditures:**
        - Cultural arts (assemblies and vendor presentations).
        - Teachers' fund to support classroom needs.
        - Musical Theater: last year generated $6,600 through participation fees, ticket sales, concessions, and programs.

- Added budget for Staff Appreciation, including grab-and-go lunch provided by PTO.
- Total expenditures: ~$42,000, netting just over $600 in profit, with all revenue reinvested in services and students.

- **Musical Theater Cost Discussion:7:45PM**
  - Dr. Young expressed desire to reduce fifth-grade family cost for Musical Theater to below $100, given overlap with fifth-grade activity fee.
  - Emily confirmed it is possible, but depends on several factors, such as participation and musical theater budget
    - Previously, Musical Theater was an after-school club with a $300 participation fee.
    - PTO provides financial assistance as needed.
    - Recommended that the Musical Theater team coordinate with *Michele* to estimate attendance and budget needs to aim for break-even while lowering costs.
  - Parent informational meeting will be held 9/15 11am and 9/16 5pm, and Zoom if needed. Meeting will gauge participation and outline expectations of participating families.
  - *Alyssa* proposed approving the budget with the caveat that Musical Theater costs be revisited.
  - Motion carried: Budget approved with amendment regarding Musical Theater.

c. **Upcoming Events (Laura Gallagher): 7:50PM**

- **9/17 Back to School Coffee & description (Maria Reilly)**
  - Questions about budget.
  - Trying to keep costs low.
  - Maria has reached out to volunteers. Uncertain on numbers for attendance.
  - Thinking 30-40. Will provide coffee and muffins. Will be held at outdoor classroom.
  - Nice to combine New Family Coffee with Welcome Back Coffee so all families can meet.
- **9/19 Pretzel Friday deadline (Dayna Peck**)
  - Currently at 183 signed up, as of morning of 9/4. Current RES enrollment is 563.
  - Previous years have been around 460.
  - Registration ends 9/19, one week before first pretzels distributed.
  - Will have last push for teachers to encourage parents to register
  - Will reopen registration for families who miss first deadline.
- **9/25 Back to School Picnic & Wheelhouse auction (Jean Acker)**
  - Pizza is back this year.
  - Awaiting response from Wheelhouse regarding auction, as Charles is no longer with them.
  - Volunteers needed for night-of support.
  - Planned event highlights: pizza, Rita's water ice, DJ Howard.
  - Face painters: Mentioned in RES Express, not yet confirmed.

        - RMS students painted faces last year; encouraged to participate again this year.
    - Kristen reminded to encourage parents to get clearances although they are not needed for outdoor events (e.g., picnic, Welcome Back Coffee).
    - Suggestions to recruit volunteers:
    - Use homeroom parents to communicate with teachers and families.
    - Promote sign-ups for Membership Toolkit.
    - Event is currently right on budget.
  - **Circus Week (Jenna Perkins / Danielle DeHouratius)**
    - 10/6 – 10/10 circle back. No updates tonight.

d. Upcoming Fundraisers (Gayle Crispin)
  - Bloombox would like to do sept fundraiser with bloombox for fall.
  - Trying to do more dining out, less sales of wrapping paper, etc.
  - Put Bloomobox fundraiser in homeroom parent email.

7. **Message from VP of Communications 7:55PM**
  - Shared email Jessicammore@gmail.com and phone number so that parents can reach out to her.
  - Wants to be reachable to parents and wants new families to feel welcome.
  - Open to new ways to help share information to families on events and activities
8. **Questions/Comments**
9. **Adjourn 7:58**