



Swedesboro Woolwich Board Meeting Minutes September 15, 2025

- OLD BUSINESS
 - Teacher Welcome Back
 - PTO provided breakfast- total cost to be determined at October meeting. Had a couple donations from non-PTO Board members. Got a ton of great feedback. Teacher photo op was also a cute touch that was appreciated. Mr. Softy was available at 1130 AM on way out. No coffee truck this year per ADMIN request- did suggest after fall break?
 - School Kits
 - All delivered at this point
 - 6 damaged kits
 - Lost pallet, delivery always feels late
 - Headphones an issue again
 - Do we use them again? Commitment discount by 9/30 85, goes down a percentage point every month thereafter
 - Folders
 - All delivered- we were shorted 150- reimbursement requested
 - Hill supplied folders we supplied labels
 - Need to be on lookout for new company
 - Agendas
 - All delivered- no complaints on my end
 - Go with same company? (School Mate)
 - Chalk the Walk was awesome at all schools
 - Sign Gypsies did a great job displaying welcome back signs
 - 1st and 2nd day volunteers were present at Clifford in AM and Stratton AM & PM
 - Open House
 - PTO paid for balloon art at all schools
 - PTO paid for Open House supplies at Harker
 - PTO was present at all schools
 - Activity tables- more activities this year- well visited?
 - Pencil grams seem to remain a hit
 - Back to School Nights
 - Clifford- PTO table and Activity table
 - Book fair ran concurrently- largest sales to date- \$6,850.00

- Stratton- PTO table and Activity table
 - Harker- was tonight! PTO table, no activities
 - Hill tomorrow- PTO table, no activities, changing format
 - Rita/Las Aves Night- Ritas (\$529.84 sold \$105.96 to PTO) Las Aves (\$1,437.25, \$215.58 to PTO) Total to PTO \$321.54. Do we have another in Oct?
 - Walter Hill Fall Mum Sale in full swing through 9/22
 - 124 sold to date, this time last year 145 sold to date
 - Lots of competition- may need to rethink fall fundraiser?
 - Questions about where its going
 - Pick up 10/2 at Hill 330-5 PM- will need help!
 - PTO Membership Drive and Room Parent Interest
 - 219 applicants put in requests for 330 spots in 81 homerooms where I have 235 spots. Last year 220 applicants.
 - Membership 378 households vs 435 at end of last year
 - Room Parent emails- out Friday 9/19 by 5 PM
 - Mandatory Meeting 9/25
 - Amazon cards
- NEW BUSINESS
 - Treasurer Report
 - Fundraising Officer Report
 - 10/14- Stratton Boosterthon kickoff lead by PTO
 - 10/15-10/22- Stratton Boosterthon Team Days (lead by PTO)
 - 10/23- Stratton Boosterthon Event (Booster team on site)
 - Correspondence Report
 - VP Report
 - PTO Apparel Sales- will remain open until first week of October
 - Book fairs
 - 9/16- Stratton Fall Book Fair set up after 330 PM
 - 9/17-9/26 Stratton Fall Book Fair (no fair 9/18, 9/23, 9/26)
 - 9/23- Stratton Fall Book Fair Shopping with Parents 6-730 PM
 - 9/26- Harker Fall Book Fair Set up after 330 PM
 - 9/29- Harker Fall Book Fair Teacher Preview 745-830 AM
 - 9/29-10/3 - Harker Fall Book Fair
 - 9/29- Hill Fall Book Fair set up anytime
 - 9/30 Hill Fall Book fair teacher preview anytime
 - 10/1 - 10/2 Hill Fall Book Fair
 - Picture Days
 - 9/17- Stratton Fall Picture Day
 - 9/19- Hill Fall Picture Day

- 9/23- Harker Fall Picture Day
- 9/24- Clifford Fall Picture Da
- Fall Family Fun Night 10/2- 6-830 PM Harker
 - Food Vendors
 - Entertainment
 - Activities
 - Raffles
 - Lighting
 - Need Family Fun Night Flyers to go out
 - Playbook for Fall Family Fun Night to be provided by Tara
 - Giveaways
- Trunk or Treat 10/24- Hill trunk or Treat and Fall Festival 6-8 PM
 - Changing up trunks
 - Food
 - Activities
- Volunteer Guidelines
 - Shopping with kiddos
 - Bringing a child with you that does not attend the school
- Board Contact List

ANYTHING ELSE FOR THE GOOD OF THE ORDER?

Next meeting: October 6, 2025, 7:00pm ~ Stratton Library

Welcome and Welcome Back!

In- Person Attendees

Tara Bustard President
Deanna McCoubrie Treasurer
Meghan Turnbull VP Margaret Clifford School
Rebecca Coughlan Co-VP Charles Stratton School
Jaime Mihok Co-VP Charles Stratton School
Suzanne Healey Co-VP Charles Harker School
Amy Illiano Co-VP Charles Harker School
Alicia Midure Fundraising Officer
Racheal Riley Recording Secretary
Brooke Conaway Corresponding Secretary
Becky Guinte PTO Member
Trish Sutcliffe PTO Member

Zoom Attendees

Tara Bustard President
Leah Hollawell VP Walter Hill School
Racheal Riley Recording Secretary
Anna Morgan PTO Member
Tracy Mhingin PTO Member
Chondral Poltras PTO Member

Apologies for any connectivity issues our internet connection was weak for this instance within Harker.

OLD BUSINESS

Teacher Welcome Back
PTO provided breakfast- total cost to be determined at October meeting. Had a couple donations from non-PTO Board members. Got a ton of great feedback. Teacher photo op was also a cute touch that was appreciated. Mr. Softy was available at 1130 AM on way out. No coffee truck this year per ADMIN request- did suggest after fall break?
Used parent donations in financials and physical food goods donations
BIG thank you to all of the support and donations! The teachers were very appreciative as well.
Teacher Photo Op was greatly used
MR SOFTY was a hit
School Kits

All delivered at this point
6 damaged kits
Lysol wipes were flattened in the boxes and damaged all of the supplies in those boxes
Lost pallet, delivery always feels late
Headphones an issue again
Missing scissors and needed to replace as well
Do we use them again? Commitment discount by 9/30 85, goes down a percentage point every month thereafter
Unknown why original shift to School Kits occurred but previously used 'STAPLES' need to understand options for them and other vendors.
If you are shopping around, ask them to provide you a kit for a physical sample.

Prior to order last year, polled the schools for the content, what other options do we have for brands and content?
Individual schools lists are not the same, but the one on that is one the district site, is exact for what we are verifying the kits we are provided
Maybe add some clarification on the teacher list that is posted are sometimes samples and my not need "a PURPLE folder"
Reach out to leads for each school and grade in JANUARY

****TABLED AND WILL RETURN****

Folders
All delivered- we were shorted 150- reimbursement requested
Hill supplied folders we supplied labels
Changed to the same color folder with the SWSD logo on them
Need to be on lookout for new company
Looking for a new company for 26/27 school year
REMOVED THIS VENDOR FOR FOLDERS (very cheap but moving on)
Couldn't reach them at the end of this year - NO
CUSTOMER SERVICE

Last year ULTA shorted us
This year also shorted us 150 folders
Look into STAPLES on these as well
Thank you BROOKE for the stickers to make the Clifford Folders that were shorted.
Agendas
All delivered- no complaints on my end
Go with same company? (School Mate)

Sooner you order bigger discount of 20% by February
No other options to source as we know now
Always have an excess , teachers wait until the end of the year to
notify if we will use them or not.
Explore "option" style purchase orders

Chalk the Walk was awesome at all schools
AMAZING turn out and so beautiful
Still don't know who did the spongebob etc.
Sign Gypsies did a great job displaying welcome back signs
1st and 2nd day volunteers were present at Clifford in AM and Stratton
AM & PM
Open House
PTO paid for balloon art at all schools
PTO paid for Open House supplies at Harker
PTO was present at all schools
Activity tables- more activities this year- well visited?
Pencil grams seem to remain a hit
Struggle for Clifford given the space and crowds
Next year try to add at the end of the hall next to the
copier and library

Back to School Nights
Clifford- PTO table and Activity table
Book fair ran concurrently- largest sales to date- \$6,850.00
Share the fair gave Ms. Dietch \$300+ for new books
Ms Dietch asked where Schollastic Dollars go? Directed her
to the Principal
PTO has no control or input on where Scholastic
Dollars are spent, we provide the collected value to
the Principal and they make a decision. Suggested
she give them a wish list for future use.

Stratton- PTO table and Activity table
There was not much traffic at the activity tables.
Question asked : why not have a section on PT Board or
even post on socials sharing activities too?
Lines get blurred and hard to control what should and
should not be posted.
What if we put the tables outside?

Too much already going into FFFN , would be hard to
add activity tables to it (some cases it's too late for
sign-ups too)

What about collaborating with the townships for activity fair and we can have a table there too?

Harker- was tonight! PTO table, no activities

Hill tomorrow- PTO table, no activities, changing format

Rita/Las Aves Night- Ritas (\$529.84 sold \$105.96 to PTO) Las Aves (\$1,437.25, \$215.58 to PTO) Total to PTO \$321.54.

Do we have another in Oct?

Dates would be October 6/7

Need to clarify if it d includes Las Aves

General consensus is YES do another for the high return vs work put in.

Should we ask to have a PTO sign to mention us! And share on socials and tag us and them when you go!

Suggestion : Add a note to the flyer to add receipt to the PTO night pre orders

Walter Hill Fall Mum Sale in full swing through 9/22

124 sold to date, this time last year 145 sold to date

Lots of competition- may need to rethink fall fundraiser?

What about "watch your child grow"?

How would we execute this? Could we work with Locke Ave?

What about Christmas trees ?

What about wreaths ?

Poinsettias and Pies did not sell well? Possibility was because it was after MUMs and exhaust the sales

Questions about where it's going

Goes into overall field trip and activity fund

Pick up 10/2 at Hill 330-5 PM- will need help!

****TABLED AND WILL RETURN****

PTO Membership Drive and Room Parent Interest

219 applicants put in requests for 330 spots in 81 homerooms where I have 235 spots. Last year 220 applicants.

Membership 378 households vs 435 at end of last year

Room Parent emails- out Friday 9/19 by 5 PM

THIS IS A HARD REQUIREMENT

Send out the emails , get parent acknowledgement , follow up with no responses to move on

Sample emails are available from Tara if needed

Follow on emails – provide additional forms for them (in word for them to have flexibility)

Mandatory Meeting 9/25

Amazon cards

\$50 GCs will be provided , no more reimbursement forms
Required designated pickup and owner of the GCs
We will have a sign in sheet specific to the room parents by
homeroom to ensure all have received
Will also require signature to acknowledge receipt.
PPT for the overview 15-20 for the overall
Then break by schools with VPs
Do you need committees? This is the time to do this

NEW BUSINESS

Treasurer Report

- o Last year gross +\$185K
- o Expenses +\$157K
- o NET \$26,283.66
- o Credit card / amazon account is much easier and tracked
\$375 cashback already this year

o TAXES

Previously cost \$750 to process

Asked new accountant and quoted \$250

“no brainer” - board agrees

Providing them paperwork and starting the transition

- o Ordered the GCs from amazon
- o TABLE per school sign-ins too
- o In your room parent email

NOTIFY THEM AT THE MANDATORY MEETING RECIEPT OF GC
and verify they received.

- o Sign ins will have a pivot by teacher then names to ensure one per
teacher

Fundraising Officer Report

- o Promote the fence (its complete!)

Waiting on images on the fence

- o 10/14- Stratton Boosterthon kickoff lead by PTO
- o 10/15-10/22- Stratton Boosterthon Team Days (lead by PTO)
- o 10/23- Stratton Boosterthon Event (Booster team on site)
- o BOOSTERTHON has more personalized sites now, we can use our local
images and align with prior students experiences.
- o Creating the Committee
- Need 2 per school (8 parents) and teacher and staff
- 1 teacher per school

Potentially one per grade too

Give room parents option but will advertise for other PTO too

o New fundraising options , exploring the benefits

Gertrud Hawk and Nothing BUNDT Cakes

Wreaths

Need to keep in mind how items will get delivered? Avoid adding more work on us to keep / sort / store.

CARDS for a Cause (30 cards, high return) low minimum requirements for the fundraising (Megan has used before)

Correspondence Report

o Snapshot for weekly dates has gotten good parent feedback

o FFFN posts every Thursday

o Planned distribution and posts for all the big events

Also posting vendors / Activities etc that will be there

o Candy donation communications need to be starting

VP Report (Overcome by time)

PTO Apparel Sales- will remain open until first week of October (Overcome by time)

Book fairs (Overcome by time)

o 9/16- Stratton Fall Book Fair set up after 330 PM

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Picture Days (Overcome by time)

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Fall Family Fun Night 10/2- 6-830 PM Harker

o Food Vendors

Vendor list has been shared on the google doc.

o Entertainment

PHOTO PROP haystacks

o Activities

Light toys
Tent for PTO
Freeze dried candies
Blow up obstacle course
Basketball arcade
Ballon maker
Airbrush facepaint
Craft table coloring
No additional activities
o Raffles
DECLINED

o Lighting
Taken care of and coordinated
Need more trash cans around the food trucks ! (walkthrough with maintenance)
Do balloons again this year- agreed.
o Need Family Fun Night Flyers to go out
Already drafted
No small flyers
CANDY SALE & BOOK FAIR POSTERS to be printed / checked & revised

o Playbook for Fall Family Fun Night to be provided by Tara
BOOK FAIR TEE SHIRT
Renaissance volunteers & play book (we are extras) BRING
AGENDA TO SIGN OFF
330 530 MUMS (5 vols)
530 – 830 for FFFN (10 vols at a time)
Bounce house (4)
Mums sales (2)
Basketball (2)

o Giveaways
DECLINED

Trunk or Treat 10/24- Hill trunk or Treat and Fall Festival 6-8 PM
o Changing up trunks
To give teachers who will not be available flexibility and representation it is open to a room parent OR Teacher to do a trunk
Anticipate using comet time to work on it
Will mean more trunks this year, but only 1 maybe 2 for PTO
o Food
Last year snacks were water and pretzels

Chick-fil-a

o Activities

Riley Action : Perfect Day ask for them do photos for trunk or treat
(since they do grad photos too)

Volunteer Guidelines

o Shopping with kiddos

o Bringing a child with you that does not attend the school

A note from our SWSD PTO President:

We have the privilege of being inside our children's schools, with that we have to respect the school, teacher, admin and district rules and requirements and need to be willing and respectful of those expectations.

Every person to enter will receive guidelines for the expectations

The sheets need to show the school name and see your child school as they are not all the same.

Tara has asked the schools for feedback

STRATTON Guidelines provided

DAY EVENTS HAVE NO CHILDREN IN THE BUILDING DURING DAY
VOLUNTEER DAYS

YOU CAN SHOP WITH CHILDREN FOR BOOK FAIR AS LONG AS
YOUR NOT VOLUNTEERING (WE ARE NOT ADVERTISING THIS
OPTION – it may be provided on the guidelines)

HOLIDAY SHOP HAS NO SHOP WITH CHILDREN

HARKER Provided the following summary:

NO SHOPPING WITH CHILDREN OPTION (volunteering options)

DAY VOLUNTEERING CHILDREN MAY ACCOMPANY

No response from Clifford as of yet

o Board Contact List

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