



## Schuylkill Valley Elementary PTO Meeting

September 10, 2024 | 6:30pm | Elementary Cafeteria

- **Call to Order** (6:35 p.m. by Brittney)
- **Secretary's Report & Treasurer's Report**
  - Secretary's Report (Ali)
    - Using the new online membership form, about 123 people have signed up so far for PTO membership
    - There is a sheet to sign in when you arrive for the PTO meeting (if you already signed up for membership using the online form, you only need to write your name, and not your phone number and email address)
    - If you haven't yet done so, please fill out the membership form (the link can be found in the PTO Welcome Letter that was sent home with students or on our Facebook page)
  - Treasurer's Report (Trisha) **VOTE 1:** Do you approve the budget? YES or NO [25 yes; 0 no]
    - Budget for the year: \$36,250 total
      - See attached Budget for more details (top portion is how we get the income; bottom is how it will be spent)
    - We received a \$1,000 donation from Bob Fisher
      - The donation from Bob Fisher is listed in the Shopping Programs line item. **VOTE 2:** Should we have a separate Donations line item? YES, separate Donations line item or NO, keep donations with the Shopping Programs line item [22 yes; 3 no]
- **Approval of Reports**
  - Normally we would approve reports now, but we will hold off until the end of the meeting, so we can discuss the budget as we discuss the individual programs and committees within the budget throughout the rest of this meeting
- **Allowances/Mini Grants**
  - Classroom Allowances
    - Each teacher gets a \$50 allowance to provide items for their classroom. These are automatically approved
  - Mini Grants
    - Up to \$500
    - A teacher or group of teachers can apply to fund bigger projects (example: a book binder fixer for the librarian was approved one year)
    - These are approved by a vote and on a first-come, first-serve basis
    - We have \$2500 in the budget to fund up to five mini grants
- **Teacher Representative** (Mrs. Serafin)
  - The teachers are excited about teacher appreciation being spread out this year (instead of just a week-long event)



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- Mrs. Serafin has created a form for teachers to submit if they have anything to say at this portion of the meeting
- **Old Business**
  - Special Track & Field Invitational (formerly listed as Special Olympics)
    - We updated the name to a more appropriate description, since the event is not affiliated with Special Olympics
    - We provided \$250 to help offset the costs of ribbons, snacks, etc.
  - Spring Book Fair (Ali & Amber)
    - For the first time, we just held it during one evening in the spring to coincide with the art show and 4<sup>th</sup> grade band and chorus performance
    - The line got pretty long, but we learned a lot, and we have ideas on how to improve it for next spring
  - Field Day
    - Bought popsicles and cups for the event
  - Back to School Bash (Steph)
    - The PTO helped seek donations for the event. Donations included: five cases of hotdogs from Berks Products, 1000 buns/cookies from Pepperidge Farms, and 750 Clover drinks
    - We also bought some of the raffle prizes and condiments and napkins
  - Lunch Helpers
    - For the first ten days of school, helpers come in for kindergarten and first grade lunch to help students open drinks and food packages, read notes, etc.
    - A huge thank you to all those who participated
  - Picture Day Helpers
    - We had a handful of helpers make sure students were photo-ready by checking shirt collars, fixing hair, etc.
    - Thanks to everyone who helped, the day seemed to run smoothly, and there should be less of a need for picture retakes!
- **New Business**
  - Board Introductions
    - This is Brittney's sixth year as president. Her term is up after this year, so we are looking for a new president for next year (but you have to serve on the board first). She has three kids (8<sup>th</sup> grade, 4<sup>th</sup> grade, kindergarten)
    - Steph is beginning her third year as vice president. She has a daughter in third grade and is also a teacher at another local district
    - Trisha is starting her third year as treasurer. She has three kids (7<sup>th</sup> grade, 3<sup>rd</sup> grade, kindergarten) and also coaches cheer
    - Ali is the secretary and is beginning her second full year in that position. She has three daughters (7<sup>th</sup> grade, 4<sup>th</sup> grade, 1<sup>st</sup> grade)
    - Amber has one son in third grade and as technology officer handles the website and social media posts



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- Every Board position is a two-year term (up for reelection at the end of this school year: President, Secretary, Technology Officer)
- Monthly Meetings/Roberts Rules of Order
  - Our meetings are the second Tuesday of the month from September through May
  - The board is active during the summer to get everything in order for next year
  - we follow Roberts Rules of Orders (which you can read about in our bylaws)
- Bylaws
  - Bylaws will be sent out with this month's minutes. At our next meeting (October), we will take suggestions for bylaw changes and vote on those changes at the following meeting (November)
  - We will also be posting them on our website soon
- Volunteer Responsibilities
  - You need to be on the school's approved volunteer list; follow the directions on the district's website
  - When you volunteer as a PTO member, you are representing the PTO. That means you should: dress appropriately, use appropriate language, don't talk poorly about others, don't roam the building, etc. You might lose your volunteering privileges if you can't follow these rules
- Website (Amber)
  - Amber has worked on revamping and updating the website since she became technology officer
  - The teacher favorites are updated
  - Sign-ups for our different events can be found on the website and our Facebook page. Dr. O'Donnell will also include sign-ups in her Monday Morning Message. We will also send them out on our email list.
- Catalog Sale
  - Currently underway
  - Project a profit of \$6,000
  - This is an open committee, so if someone wants to take over, please talk to a board member
  - We are looking for volunteers on November 6 to help organize everything, then deliver the items to the classrooms for parents to pick up at parent-teacher conferences
- Spirit Wear Sale (Trisha)
  - Still active (until midnight on Friday)
  - Items will be delivered at the same time as catalog sale items
  - We use excess profit to purchase new spirit wear for the next school year
- Homeroom Parent Meeting



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- We will meet at 6 p.m. on the day of the next PTO meeting. So, the homeroom parent meeting will be October 8 at 6 p.m. and the PTO meeting will follow at 6:30 p.m.
- For parents interested in becoming a homeroom parent, forms went home with the PTO Welcome Letter last week
- Book Fair (Ali & Amber)
  - Will be held Tuesday, October 8 through Wednesday, October 16. Children will shop during their Library special during the course of one six-day cycle. We will set up Monday, October 7 and any final make-up shoppers will shop on the morning of Thursday, October 17 before we pack it all up
  - Be on the lookout for the sign-up to volunteer. Kindergarten through second graders shop one-on-one with a helper. Older kids shop on their own but need help factoring in tax and staying within their budget
- Membership
  - See notes above in the Secretary's Report
- Panther Prowl
  - This is by far our biggest fundraiser of the year
  - Information will be going home with the Monday Morning Message
  - Child registrations start tomorrow. The official kick-off is September 25
  - We will need volunteers to help distribute the daily prizes as well as volunteers the day of the event (October 4)
- **Committees (15)**
  - Back to School Bash, Smencils, Spirit Wear, Catalog Sale, Panther Prowl, Book Fair, Fall Festival, Parents Night Out, Holiday Shop, Candy Canes with Santa, Someone Special Dance, Hershey Park Tickets, Grandparents Week, Egg My Yard, Teacher Appreciation
  - Without the help and support of volunteers, we couldn't run all of these
- **Programs (4)**
  - Homeroom Parents, Redner's Save-A-Tape, Coke Rewards (we currently aren't accepting coke bottle caps because we don't have a committee lead), Box Tops
- **Sponsorships (9; 10 with Watch Dog Dads)**
  - Assembly Allowances, Classroom Allowances, Field Day, Field Trip Allowances, Mini Grants, Scholarships, School Volunteers, Special Olympics, Student Shirts
  - Watch Dog Dads
    - We used to provide money to help support the Watch Dog Dads program. It isn't in our budget this year, because the funds were not needed the last few years. But, Dr. O'Donnell asked if we could provide money for the dads' lunches (from the cafeteria, same meal the students are served). **VOTE 3:** Should we provide \$250 for Watch Dog Dad lunches? YES or NO [19 yes; 6 no]



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- **Open Committees/Programs (7)**
  - Back to School Bash, Catalog Sale, Hershey Park Ticket Sale, Panther Prowl, Redner's Save-A-Tape, Coke Rewards, Box Tops
- **New This Year**
  - Parents Night Out (we were going to do this last year, but due to the success of Panther Prowl, we didn't)
  - Parents can drop their elementary-aged children off at the school and while the kids are having fun, the parents can do whatever they want with four kid-free hours
- **Discontinued Committees/Sponsored Programs**
  - Trunk or Treat, Spring Craft Fair, No Cook Nights
  - For various reasons, we will not be running these programs this year
- **Treasurer's Report (continued discussion)**
  - Items in budget not discussed above
    - Panther Pride Prizes (\$2000)
      - It is getting difficult for the school to always get donations, so we are including these prizes in our budget this year. Quarterly, 10 students per grade level are selected from the panther paw raffle. Prizes are generally bought at Five Below, and there are around 70 prizes at the assembly so there is enough variety even for the last kids picked. There are also a few larger prizes at the end of the year
    - Party Expenses (\$300)
      - new this year
      - some classes only have one or two homeroom parents volunteering/donating. So, this money will help cover the bare minimum expenses (plate, drink, snack) for the parties
    - Scholarships (\$1450)
      - We give out a handful of scholarships to graduating seniors. It is something we have always done
      - There was discussion among the board this summer if we should continue giving the money to seniors, or if it should stay within the elementary school and be used to help elementary school students. We wanted to discuss at a wider meeting, to get others' opinions
        - We've always had scholarships for seniors. There's a handful of them (one for a student going into the education field, one for a student with the most improved GPA, etc.) High school seniors were once elementary students whose families supported the PTO when they were in elementary school
        - Should we have more involvement in the selection process? We don't read any essays or screen any



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candidates. The guidance counselors at the high school make the decision

- Since we are an elementary PTO, should we have Scholarships for elementary students that are in need instead (for example, to make purchases at the holiday shop, etc.)
  - **VOTE 4:** YES to keep Scholarships for seniors or NO to use Scholarships for elementary students (if NO, we will vote at the next meeting on how to use those funds) [5 yes; 17 no; 3 abstentions]
- **Next Meeting** October 8 at 6:30 p.m.
  - **Questions/Concerns?**
  - **Adjourn** Brittney motions; Trisha seconds. Meeting adjourned.