



## Schuylkill Valley Elementary PTO Meeting

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

- **Call to Order** (6:35 p.m. by Brittney)
- **Secretary's Report & Treasurer's Report**
  - Secretary's Report (Ali)
    - Minutes from the past two meetings have just gone out today, let me know if you don't receive them (check your spam folder first)
    - Besides that, same as always: sign in when you arrive for the meeting and fill out the online membership if you haven't done it yet
  - Treasurer's Report (Trisha)
    - See attached report to review items from the past month
    - Fall Festival went over a bit because of the popcorn expense
    - The PTBoard renewal came out (we need it because it is how we process online payments)
    - We have plenty of candy canes left over from the Winter Fest. Didn't need to purchase as many as we did, going to either save them for next year (they expire in 2027), but more likely will find a use for them this year
- **Approval of Reports**
  - Brittney motions; seconded by Amber; reports approved
- **Allowances/Mini Grants**
  - Classroom Allowances: N/A
    - There is one in the mailbox, but needs to be signed by Dr. O'Donnell, so it will be updated next month
  - Mini Grants: N/A
- **Teacher Representative** (Mrs. Serafin)
  - Mrs. Serafin has created an online form so teachers can share their comments for the PTO. She received multiple response of teachers thanking the PTO for: Teacher Appreciation, Fall Festival, and Book Fair, especially the Scholastic Dollars the teachers received, etc.
- **Old Business**
  - Holiday Shop (Renee)
    - It ends tomorrow with the final make-up shopping day
    - It has been going very well and the kids seem to be enjoying it
    - If anyone is available to help tomorrow, we could use volunteers from 9:30 until all the kids shop and we clean up
    - Thanks to Renee Zohner for running the committee and to MacKenzie Becker for helping each day also
    - One little issue: one kid has an empty mom plaque box (accidentally bought and wrapped the empty box, and we didn't realize it until the end of the day). Most likely happened today (Day 2 shoppers). But, Brittney has asked Mrs. Serafin to give a heads up to the teachers, and if one of them receives a message from a parent about opening the empty box, we have a plaque set aside to give them



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- o Parents Night Out
  - Supposed to happen this past Friday
  - We dropped the ball a bit, but it is rescheduled for February 21, with a snow date on February 28
- o Candy Canes with Santa
  - Huge thanks to Stephanie Egan for putting together the backdrop for pictures with Santa (and Jason Gilmer as the head elf)
- **New Business**
  - o Winter Parties
    - Scheduled for December 20 from 2-3 p.m.
    - The names of party volunteers should be into Kellee Younker by this Friday, December 13
  - o Someone Special Dances: (Amber Elliott)
    - February 1, make-up date on February 8
    - The boys and girls will be combined again this year (not two separate dances)
    - Last year we did winter formal (blues and whites)
    - This year the dance will have a rustic theme of country boots and bow ties
    - Last year we did a decorate your own cookie station and that was a huge hit. So to do something similar and to stay on theme, we are doing a make your own trail mix station
    - There will also be a backdrop and a balloon arch to go with the theme
    - Amber will not physically be able to be at this dance because her daughter's dance schedule has changed. She's a little nervous about lack of volunteers, but if we get the sign up genius out earlier this year, we should have a better chance of getting helpers
    - The price will still be the same as last year (no increase)
    - We will post the sign up in the beginning of January
      - Might be tricky getting high schoolers because it is a Saturday night
  - o **VOTE 1 (12 YES; 0 NO)** To replenish the mini-grant budget back to original amount every three months as needed and if excess funds are available to do so
    - It was mentioned at the last meeting to replenish the mini-grant budget since we have the extra funds from the Panther Prowl. This vote was tabled as we needed to figure out the logistics of it
    - If you agree, vote YES, if you disagree or don't approve the replenishment for this year's budget, vote NO
- **Open Committees/Programs (1)**
  - o Back to School Bash
    - The back to school bash is at the start of the year. It is the school-wide meet the teacher event



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- Our involvement for PTO is to secure the donations for some prizes and food
- **Next Meeting:** January 14 at 6:30 p.m.
- **Questions/Concerns?**
  - Has the budget been approved? Answer: It has not yet, but Brittney proposes what we vote on everything but the Scholarships, so everything else can get approved and we will discuss Scholarships at a later time. Will be voting on the budget at the next meeting
  - Does the PTO carry a balance in our bank account? Answer: Yes, it is \$25,000 that we carry over each year. So in our bank account there is always \$25,000, plus any other money as it is brought in. On August 1 we have \$25,000 (start of our year), then again on July 31 (end of our year). But, it doesn't have to be \$25,000 that we carry over each year. That is just what we have always done, but it could be less
  - Why do we carry over so much? Answer: So that we have that money to pay for things, especially early in the year before our fundraisers bring in money. Also, we have it in there as a cushion. In case some of our fundraisers don't do well, we can still provide the items we have budgeted for the year.
  - When was the last audit? Answer: Too long. According to our bylaws, it should be done every year, but it hasn't been done since the middle school and elementary school split their PTOs a few years ago (at least five years). The woman who did the audit didn't want to do it anymore after the split. Amber has contacted people in an attempt to find someone to review our books. Steph has also been in contact with other schools' PTOs/PTAs to find out who they use. We are currently looking into someone to do it. It is a priority for the board, and it will happen this year.
- **Motion to Adjourn**
  - Mrs. Neary and Mrs. Serafin motion
- **Meeting Adjourned at 7:07 p.m.**