



MEETING MINUTES

WEDNESDAY, 12.4.2019

ATTENDANCE

Jenn Kuck (President), Jerry Mountain (Vice President), Robbie Thomas (Treasurer), Janine Burnside (Secretary), Suzanne Graham, Nikki Hampson, Melissa Peterson, Stephanie Litzinger, Laura Smith, Marci Gerken, Ellen Lopez, Cheryl Wemp, Dena Merrell, Holly Meister (Principal)

Meeting Start: 6:33 p.m.

AGENDA

1. **Welcome and Intro** Jenn Kuck (5 min)
- OLD BUSINESS**-----
2. **Secretary Report** Janine Burnside (3 min)
 - Review and approve September minutes
3. **Treasurer Report** Robbie Thomas (10 min)
 - November Expenses and Income
4. **ISPTO Update** Robbie Thomas/Jenn Kuck (5 min)
5. **Movie Night/Fall Book Fair Recap** (5 min)
- NEW BUSINESS**-----
6. **Potential February Movie Night** Jenn Kuck (5 min)
7. **Holiday Hotcakes 12/21** Melissa Peterson (15 min)
 - Planning and Volunteer Needs
8. **Event Coordinator Needs** (5 min)
 - School Supply Sale Co-Coordinator
 - Spring Fling

NOTES

Secretary Report

- Brief review of last month's meeting minutes; no revisions suggested
 - Jenn Kuck motions to approve, seconded by Laura Smith

Treasurer Report

- Updated W9 form (2018) available if needed

- New report presented: Transaction Report shows all deposits, withdrawals and adjustments
 - Positive numbers in parentheses (e.g., book fair)
 - School store is making money this year!
- Expect to spend money in December on Holiday Hotcakes, Recorders (4th graders)
- 5th grade field trip accepted to the SEED (Seeking Educational Equity and Diversity) Program - Science AIR test (free but we will pay for bussing)
- November budget report reviewed and approved by the general assembly

ISPTO Report - Recap from 11/20 Meeting

- Next Parent University at Darby High School, 2/29/20
- Board of Education Hollyfest at Davidson on 12/7 at Davidson
- Parent mentor names available
- New School Messenger app rolling out for Elementary schools, details to come in weekly email. Parents will report student absences through app. (Look for gold paper to come home with students with app/download instructions.) Safe arrival In school messenger app.
- ARROW program (identified gifted in 3rd/4th) bussed to Tharp in 4th/5th for programming
- Shared fundraising opportunities from all schools within the district. ISPTO will develop a master file and send out to all to share.
- PTO social media policy to come
 - FB pushes video first, then pics, then text, groups, then page
- School directories confirmed allowed,
 - In future may be able to include email addresses
 - Will not be able to charge for school directories going forward
 - Should include disclaimer: *Not for commercial use*
 - Schools not allowed to put them together, only PTOs
- 1/20/19 next ISPTO meeting

Movie Night/Book Fair Recap

- Looking for suggestions to keep kids in the gym during movie night (instead of moving around halls, book fair)
- \$271 total raised movie night (refreshment sale)
- Need to be able to call out Spirit Wear sale more clearly during event
 - Need volunteer for sale, print out with options with logos/prints or actual samples with logos (not just size)
 - Potentially could use one for outdoor at drop off line to advertise to parents
 - Jerry will follow up on volunteer, easel, sign solution
- \$200/teacher given at beginning of school year
- Exploring options for book sale \$\$ (surplus bank):

- BOGO book fair in the spring
- Teachers to spend
 - Ideal to get catalogs earlier so that teachers have time to explore before the beginning of school year
 - Treasurer suggests that we project in spring allowable spending amount for teachers and giving September deadline
- Vote on next year's budget in May (to include classroom budget and scholastic budget)

Holiday Hotcakes

- Wednesday night set up for Penguin Patch (in library)
- Sign up genius out there to help with Thursday and Friday 9:30am to 3:30pm (to be included in weekly e-news)
- 3 raffle baskets currently (spirit wear, zoo basket) plus 2 scooters
 - Looking for gift cards to raffle off for volunteers
- Friday night set up begins at 6:30pm for breakfast prep, decorating, moving tables
- Saturday afternoon clean up
- Saturday morning breakfast
- First graders will sing at 9:00am
- Santa and Panther Cub available for pictures
- Choose to Lead students, Santa's helpers and Penguin Patch volunteers
- Crafts, 2 recycled and 1 new
- Expected expenses: \$100

Potential February Movie Night

- Check with Lisa to see Friday night gym availability
- Alternative could be outdoor movie night in spring (project on white sheet/building) plan inclement weather night
- Holly will be organizing parent engagement nights on Fridays in February which may limit the availability for a movie night

Event Coordinator Needs

- Spring Fling Coordinator needed to be liaison to Mr. Harris, Mrs. Brandt, cake walk,
- School Supply Sale Co-Coordinator
- Member suggest all coordinators to create a checklist to pass off to the next coordinator

Meeting End: 7:41 p.m.

ACTION ITEMS

- SignUp Genius to go out for additional Penguin Patch and Holiday Hotcakes needs

- Additional gift cards need for volunteer raffle

NEXT UP

DEC 19-21 Penguin Patch (Student Holiday Store)

DEC 21 Holiday Hotcakes

JAN 8 PTO Monthly Meeting

JAN 15 SPIRIT NIGHT @ Rusty Bucket

JAN 23 Family Skate Night @ Skate America