

## PTO Board Meeting – Buckingham Elementary Wednesday, January 9 2023

Present: Mr.Estep, Johanna Kane, Joy Shuck, Sarah Lazzaro, Melissa Hollinger

Call to Order: 9:32 AM

Approval of Minutes: January minutes were approved by Johanna and Joy

### Old Business:

- Open Board Positions for the 2023/24 School Year
  - Vice President: To nominate Anne Klimpl at April meeting
  - Co-President: Looking
- Secret Shoppe: New Co-Chair Megain Kocis will join Karen
- MVP
  - Discussion on to frame the signup for this event so that the process is streamlined and simplified.
    - Flyer in a Thursday folder with information for when registration opens
    - Email from Mr. Estep on Monday reminding about registration opening
    - Registration opens on Tuesday at 9AM
    - Reworking the event to be a family event instead of requiring one adult/one student pairs. Although because of the pricing and the lane restrictions, families will need to signup in pairs of 2.
    - Discussion on how to facilitate payment. Cash/Check/Venmo/Signup genius. Sarah is looking into the use of venmo moving forward.
- Joe Corbi Pizza
  - \$6,301.95 in sales, \$1,588.25 Profit – down \$590 from last year
  - Volunteers will be there from 1-2pm this afternoon to help sort the orders
  - Pickup between 4-7pm tonight 2/9
- Family Bingo Night
  - Full attendance at 220! Looking into adding another 20 people for next year.
  - Wonderful feedback on the event.
  - Reminder for next year to hopefully be able to use the same system for registration on the sign up genius. Getting the forms and populating the excel and returning check is cumbersome and labor intensive.
- iRun4life
  - Volunteers still needed to fill a few coaching positions
  - Discussion on clarity of the registration flyer. The process was confusing for parents with the

### Upcoming/Ongoing Events:

- Phantoms Game
  - Shannon reported 85 tickets sold at \$5 profit per ticket = \$410
  - Suggestion for next year is not to have it on a holiday/long weekend

- Science Fair
  - Joy Shuck and Cara Miller are partnering with Mr. Radcliff
  - Kara is using \$150 budget to purchase gift cards to Franklin Institute/Zoo
- March
  - Scholastic Book Fair 3/6-10
    - Need bags
  - Yearbook Order timeline
    - March 16th - Yearbook order flyers in Thursday Folder
    - March 30th - Reminder in the Brief
    - April 6th - Last chance flyer in Thursday Folder
    - April 11 ish - LAST CHANCE HRC or Mr. Estep blast depending on order numbers at that time
    - April 14th - Advertised end of ordering window
    - April 22nd - Actual end of online ordering window
  - Spiritweat Promotion 3/17-4/3
    - Get your field day shirt!
  - Golden Spoon 3/17
  - MVP Bowling 3/19
    - See discussion above in old business
- April
  - Boon Supply 4/11-4/25
    - Earth Day is 4/22
    - Discussion surrounding whether to offer prizes or not. Last year we opted out. Johanna is going to ask Liz what cost it would be to us to do the prizes and then decide.
  - Sweetheart Dance
    - Sarah Mohr requested a new theme instead of a formal night. 80's or disco

#### Review of Current Business:

- PTO Board ½ year in review, how are we doing? Mr. Estep commented that the board is welcoming and putting on great events with good turnout. Our contributions help to keep student, family and staff morale high 😊
- Rosica Bracelets: We have 101 left. Sarah is working with Amy to nail down the surrounding finances and pass the donation to the Rosica Foundation
- Shed – Jeff Shuck and Shawn Kane are building a loft in the shed and outfitting it with shelving. The shed will then store our supplies for Fun Fest, iRun4Life, Secret Shoppe, etc
- Spring Dine and Donate: Johanna will look into Jules pizza looking into the week of April 24-28
- By shifting the dine and donate the board decided to also push the ice cream social back to May. Nina's Waffles was a hit in the fall so the plan will be to have it there again.

- Discussion of the Registration Process for Events (especially those with a hard max #)
  - Sign up Genius with a set time to open to make it fair for all families.
  - Benefits:
    - Less for chairs to manage with payments and communications confirming/denying attendance
    - Families have immediate clarity on attendance
  - Cons
    - Families with limited access to technology to register
  - Payment form: check/venmo
- Discussion on the existence of an end of year survey for families regarding the events, fundraisers and other feedback. Melissa is going to look into making this to help formulate a plan for next years board.

Treasurer's Report:

- Fundraising is strong, we have an estimated \$10,200 of income planned from the remainder of the year.
- We have spent \$11,696 through the end of January
- Sarah will be reaching out to teachers to remind them of their discretionary funds
- The profit from Secret Shoppe was given to the Chairs as a cash advance to spend on inventory for next year. Karen attends trade shows and picks out items starting over the summer.
- Amazon is stopping the Amazon Smile program on Feb 20<sup>th</sup>. Each organization will be given a final gift equivalent to 3 months of donations based on 2022.
- We received a check from BoxTops. This might be a program worth pursuing further next year.

Principal's Report:

Mr. Estep gave updates on school happenings including curriculum an assemblies for Black History Month.

Adjournment: 10:50AM

*Minutes respectfully prepared by Melissa Hollinger, PTO Secretary*