

## PTO Board Meeting – Buckingham Elementary

### Thurs, Mar 9 2023

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

Call to Order: 9:32 AM

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

#### **Old Business:**

##### ○ Open Board Positions 2023/24 School Year:

- Co-President: Joy suggested nominating Asaunsanie Kitchco at the April meeting
- Vice President: To nominate Anne Klimpl at April meeting

##### ○ Shed:

- The Board tentatively approved a budget increase of \$850 for the PTO Shed Improvements of additional shelving, stanchion cart and bins but it will have to be approved officially at the next General Meeting on May 10. Sarah will work with Joy on the Tax-Exemption at Target, Walmart and Staples.
  
- \$235.45 remaining from initial \$500. This is factored in to the increased amount.

#### **Review of past/ongoing PTO events:**

- 2/2-28 iRun4Life- Registration, request for volunteers. Missing bins found and Rachel notified.
  
- 6/2: Rosisca Run Date with June 9 as the rain date. Mr. Estep requesting money for a gift basket to auction off online. The PTO voted to donate \$100 for this, just like last time. Sarah is taking care of it. The raffle/auction will run Mid May. For the actual run, PTO will be responsible for bubbles (Johanna has), and popsicles (need to buy in May).
  
- 3/6-10 Scholastic Book Fair
  - Joy got bags donated from None Such Farms. Scott Yerkle of None Such on Johanna's thank you list.
  - Doing well- great turnout!
    - Do we want to rerun the request for direct teacher donations after the bookfair is over? Working on this over email and in the Buckingham Brief.
  
- 3/19 Buckingham Bowls (MVP)
  - Sold out in 6 hours!
  - Minimal issues with signup genius. Feedback from families has been positive. "I loved it, give me a day and time and it's on my calendar. I appreciate not having to send in the flyer. Which at times I don't see in my kiddo's backpack."

- o Poonam- Sending email to families day of details.
- o Johanna and Melissa help Poonam with registration. We'll need 2 registration tables, organized by last name to make it go quickly. The other slow down is with shoes. Poonam is working this out. The food will be delivered to the lanes.
- o Next year, we should do a morning signup and an afternoon signup to accommodate parents' schedules.

### **Discuss upcoming PTO events:**

#### March:

- 3/16- Yearbook Order Flyers in Thursday Folders: Melissa had board weed through registration glitches.
  - o 4/14 Order Forms are due (4/22 actual deadline)
- 3/17-4/3 Spiritwear **Free Shipping Promotion**- Kati to send home flyer, emphasizing this point and what kids can wear their spirit wear for this spring (field day).
- 3/17 Golden Spoon Recognition Lunch-
  - o Lauren requested a new palm tree with lights.
  - o Sarah ordered.
  - o Johanna- confirm food/beverage with food service. Finalizing time, # of students, # slices.
  - o Johanna will find the invoice from the last Golden Spoon and get it to Sarah for payment.
- 3/29-5/17 iRun4Life- Rachel Olenick Chairs, need volunteers

#### April:

- 4/11- 25 Boon Supply Fundraiser (Earth Day is 4/22!) Liz Dooley working. Not doing kid prizes this fundraiser.
- 4/14 Sweetheart Dance:
  - DJ and red carpet requested over email this week by Sarah Mohr.
  - Johanna getting the time, money amount (self funded so they shouldn't need any PTO money), flyer.
  - MVP Bowling (Mar 19) event first, then we'll promote the Dance.
- 4/24, 25 or 26 are open- Jules Dine & Donate 4:00 to 8:00pm
  - o 20% back to school
  - o PTO does not need to be there
  - o Families need to tell cashier they are part of the fundraiser
  - o Jules does not allow solicitation of other customer so no signs on doors or cash register and no PTO members needed at event.

#### May:

- 5/3 Staff Appreciation Luncheon- Laura Heuchel chairing. Pictures sent from Holly Walker from last year's set up.

- Last year- Lunch highly successful/delicious from Quinoa and Sweetah's
- Joy can put in facility request form for Gym foyer.
- 5/9 Kindergarten Grand Opening: Parents must register by April 15 to attend.
  - Discuss PTO participation and role:
    - Prepare introduction materials, t-shirts (?), ice pops
    - PTO Board will be there to meet the new kindergarteners and parents.
    - The fall new family orientation will be separate from this event.
- 5/12- Outdoor Movie Night
  - Krystal to contact movie vendor
  - Suggestions for a movie?
- 5/24 Spring Ice Cream Fundraiser
  - Confirmed at Nina's Waffles and Ice Cream

**Other topics:**

- Budget/Events meeting: Thursday May 4<sup>th</sup> - Sarah will be ready. Our meeting that month is a General Meeting on 5/23.
- Closet cleanup and Shed move-in date will be April 21. An email invite will be coming out soon.
  - Joy is inviting chairs to help go through their supplies. Purge, move to shed and make lists of new things needed to request in the budget for next year.
- PAC meeting minutes: Joy reviewed. They went over where Title 1 federal money goes in the Central Bucks School District (low-income students).
- 6th Grade Promotion:
  - Parent in 6th grade asked if planning had started. Historically according to this Kelly 5th grade HRCs play a role.
- Committee Chairs needed for next year? We can start thinking about sending out an email.
- May: Staff Appreciation (?)
  - Last year: Gift cards for support staff
    1. Approx. 30 support staff
      - Purchased gift cards in bulk from Costco for Iron Hill Brewery (approx. \$25/ea). Actual cost is approx. \$20/ea.
      - Tammy created "Thank You" to accompany it.
- June: Bus Driver Appreciation Lunch- tentatively Jun 8. (Last day of school Jun 15)
  - Shawn's company donates the food possibly
  - Parents donated food/beverages?
  - PTO also purchased gift cards from WaWa.

**(Move to beginning of next PTO Meeting)**

**Treasurer's Report:**

(See Finance Update Slides for full update.)

No Major spending in February.

5 remaining fund raising events this year.

Amazon Smile is officially done.

PE enrichment item for spending is separate from recess item.

Sarah is sending the staff names to Mrs. Petrie who still need to use up their discretionary money.

### **Principal comments**

Joy and Sarah brainstormed with Mr. Estep about the surplus of funds we have as a PTO and how we may want to reallocate those funds going forward. More to come here!

### **FOLLOW UPS:**

1. We have \$900 budgeted for an "End of Year Party". Mr. Estep reminded us that last year we did the Kona Ice Truck and was asking if we plan to do so again. We didn't see it on the upcoming events list, so wanted to make sure this is on the radar. We likely need to align on a date and specifics at the next meeting. Sarah is happy to pull the invoices from last year if that is helpful.

2. As mentioned above, we discussed that the Board should come to the May 4th Budget Review Meeting with some ideas of how we may want to allocate or gift our surplus of funds that we currently have available as a PTO. Sarah will send a separate request, with the estimated amount of money we have. Some ideas introduced:

- Kick wall on playground
- No Pay Thank You Year Give Back next year
- Name Tags for PTO/Chairpeople
- Event Chairs wishlists
- Field Trips
- Spirit Wear T-Shirts for all
- More to Garden Club
- Staff Lounge Makeover

*Minutes respectfully prepared by Joy Shuck, PTO Co-President*