

PTO Board Meeting – Buckingham Elementary Thursday, April 13 2023

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

Call to Order: 9:45 AM

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

Old Business:

- Shed- \$500 for shelves approved by the board. These will be in place ahead of the closet clean out day on Friday, April 21st.
- Open Board Positions for the 2023/24 School Year
 - Vice President: Johanna nominated Anne Klimpl
 - Co-President: Johanna nominated Saunsanie Kitchko
- Sign up Genius – Learning curve for how to best use SUG for registration for events. In the future there might be a benefit to using additional features such as :
 - No edit or delete for users
 - Adding an end date for registration/payment
 - Archive the event when registration is over
 - Additional discussion about potentially having wait list slots that we can pull from if people need to cancel.
- School Supply Fundraiser
 - Mr. Estep gave background information on discussions that the district has had about providing standard school supplies. At this point they are not moving forward with those plans so we are free to give it a try at the school level. Melissa has the quotes (by grade) for the supplies based on last years supply lists. Next step is to reach out to teachers to approve these lists on a by grade so that we can move forward with a schedule/plan with the supply company.
Melissa is drafting an email for Mr. Estep to send to teachers.

Review of past/ongoing PTO events:

- Irun4life
 - Color Run coming up on May 17th, Rachel has scheduled a planning meeting on May 1st at 7PM.
 - Discussions followed about strategies for pick up. Joy will reach out to Rachel to discuss. Potentially allowing for a rolling pickup starting at 4:40 to 4:50.
- Buckingham Bowls
 - 3 complaints at the event that we didn't put friends together in the same lane.
 - Next year we will state on the registration form that families are responsible to register together if they want to guarantee they are in the same lane. It would be difficult for the PTO to know who each child's friends are. Otherwise families will be grouped by grade.
 - Need to remind the bowling alley not to turn on lanes that we didn't plan to fill. This year families spread out into additional lanes.
- Spiritwear

- Total sales \$4,659 as of 4/1. All sales for this school year end 5/31. (Last years total was \$3,577)
 - We've made a total of \$931.80
- Yearbook
 - 4/14 due date for yearbook. Sales have been strong (upwards of 210 as of this meeting – last year we sold 195)

Upcoming Events:

- Boon Supply
 - 40% of sales come back to the school
 - Boon did not send enough look books. Half of the school received books in their Thursday folder and the other half got a flyer that describes how to shop online.
- Sweetheart Dance
 - PTO has come together to finish up what Sarah Mohr started.
 - Joy – décor, plates, bling, swag
 - Melissa – food (wegmans catering for a fancy dessert bar)
 - Johanna – pick up rug, vendor communications, 2 pretzel trays, emailing attendees about parking/enter in back. Photobooth arrive 6:15, Kelly 3:00, DJ, 6:00
 - Sarah – checks for vendors needed, cash box for registration table and crunching all of the numbers to determine what budget we had for food and décor based on attendees.
 - Tammy – volunteer sign up genius
 - Mr.Estep handling parking concerns – should be able to fit the cars on site.
- Shed move-in 3:30 – 7:30 on 4/21
 - Fun fest – Joy and Saunsanie went through the funfest bins on 4/11 and moved things to the shed
- Jules Dine and Donate
 - Flyers went home, 20% goes back to the school, PTO doesn't need to be there. Families need to mention the fundraiser to the cashier at checkout. Jules does not allow solicitation of other customers
- Teacher and Staff Appreciation Luncheon
 - Laura Heuschel and Anne Klimpl co-chairing the event
 - \$625 donated as of April 12th
 - Circus/carnival theme – “greatest teachers and staff on earth”
 - Mr. Estep will send an email this week reminding parents to send checks
- Movie Night
 - Krystal was unable to call in so the board talked through the thorough topics/questions that she had sent prior to the meeting.
 - Food: Discussion of having a set price per family to attend the movie and then having a concession stand for popcorn, soft pretzels, candy, water. Also possibly an ice cream truck.
 - Suggestions of Luca as the movie with a beach/ocean themed event/craft

- Johanna to pass along our suggestions to Krystal when they meet.
- Support Staff Appreciation
 - End of May – separate from teacher appreciation
 - Gift Cards purchased in bulk from Costco for Iron Hill Brewery (4 \$25 GCs for \$100)
- Budget/Events Planning Meeting
 - 5/4 9:20-11AM at Johanna's house
 - Nominated CoPres and VP invited to join
- Kindergarten Grand Opening
 - Prepare a brief introduction flyer to hand out to parents with events listed
 - Who from board will attend? Sarah, Joy, Johanna
 - PTO to supply popsicles
 - Mrs. Schmidt providing t-shirts
- Spring Ice Cream Fundraiser
 - Nina's Waffles – May 24th 4-8PM

Review of Current Business:

- Rosica Run 6/2/23 – PTO donates popsicles and brings bubble machine
- 6th Grade Promotion Events – Coordinated by 6th grade parents
- Day of Design/Engineering Expo – May 18th. Sarah Rotella. Engineering Expo the night of day of design. Mr. Estep looking into whether the night portion will occur this year.
- Committee Chairs Needed for next year:
 - Phantoms
 - Funfest – Food Lead
 - Joe Corbi
- Bus Driver Appreciation
 - Mr. Estep double checking the count – Maybe 14
 - Use of space form – Joy
 - Timing will be 8:30 – 9:30 AM
 - SUG to donate food/ beverages – drop off before 8:15
 - PTO also purchased gift cards from Wawa – Sarah
 - Discussion of purchasing white fabric table cloths to be used for luncheons and then washed in between to eliminate the constant purchase of plastic table cloths.
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- Volunteer Thank You's
 - Last year BES budget paid for flowers outside the doors going into the gym/café
 - PTO made a list of volunteers to invite to grab. Potentially June 12-14. More discussion to follow.
- Extra Fund Requests
 - Mr. Estep – kickwall – PTO is going to take a field trip to see the kickwall at a local park. Johanna looking into pricing and contractors.
 - Band stands – General Meeting vote
 - President's Gift – (\$3000 ish) determined by board
 - Kati gave extra money for field trips (\$1500-1800)

- Recess - \$500
- Garden beautification \$500-\$800
- Lauren did the lamppost banners
- Bridgette – monetary increase for each grade
- Rosica Tile Mural
 - PTO involvement discussed
 - Board voted to gift \$500 to the mural
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Treasurer's Report:

- We are on track to meet our fundraising goals for the 2022-2023 school year with an expected surplus of funds at the end of the year.
- Income through March is \$17,476 with an estimated \$4,200 still coming
- \$15,203 spent through end of March

Principal's Report:

Adjournment: 11:45AM

Minutes respectfully prepared by Melissa Hollinger, PTO Secretary