

PTO Board Meeting – Buckingham Elementary Thursday, September 8 2022

Present: Mr. Estep, Johanna Kane, Joy Shuck, Tami McCarthy, Melissa Hollinger

Call to Order: 9:31 AM

Approval of Minutes: Unable to approve prior minutes as they could not be found

Old Business:

- Gardens committee-Lisa McGuire. Requesting about \$850 for Fall plantings.
Lisa has made up a wonderful plan of action addressing plantings in containers out front and the raised beds in the back of the school. She sent out an itemized plan and included costs. She was able to acquire the sod for free so the total cost is around \$650.
 - **Action Item:** Sarah to reach out to Lisa to confirm total cost and assess the budget restrictions. The board was in favor of moving forward with providing additional funding if needed. (SL)
- Fun Fest- Co-chair request email blast
 - A request for a volunteer will be included on the HRC email going out 9/9
 - An email will be sent to all those who have expressed interest on the volunteer interest forms.
 - **Action Item:** If no one volunteers by Tues 9/13, Mr. Estep will send an email blast outlining the position and asking for a volunteer to come forward. (DE)
- Kindergarten & New Student Orientation
 - Next year less ice cream- 40 kindergartners, 40 new students: 81 given out.
- Staff Luncheon
 - Superb!!!! McCafferty's lunch w sides. Delivery next time.
- HRC Meeting
 - Fully attended!
 - Discussion surrounding gifts for teachers aids. The PTO will be providing gifts for the classroom aids with and HRC's will not be expected to provide gifts from classroom funds.
 - **Action Item:** Communicate this message to the HRCS in 9/9 email (MH)
- Bulletin Board is updated and has spaces for current flyers to be placed
- PTO site: Melissa is working with Mr. Radcliff, meeting minutes to Mr. Radcliff after approved, sign up genius links to Mr. Radcliff after updated.

Review of Current Business:

- Updated Calendar for 22-23- updates/distribution continues.
- Parent Advisory Council Meetings (PAC) - Joy Shuck/Johanna Kane (alternate)
 - Joy provided these dates to Johanna to add to the PTO calendar – coming soon

Upcoming/Ongoing Events:

- Spirit Wear Promotion 9/9-9/26
 - Free shipping period promotion, but can purchase all year
 - Kati McKiernan- Communications

- Ice Cream Fundraiser 9/22
 - Nina's Waffles Peddler's Village- waiting to hear back from Carla on mystery scoopers staggered throughout the event. 50/50 and raffle for gift card-price/ticket? Need to update flyer, check PTO closet for tickets/bowls. Flyer to go in Thursday folders 9/15, email blast Friday.
 - PTO board will take shifts attending the event
 - 4-5: Joy
 - 5-6: Melissa
 - 6-7: Tami
 - 7-8: Johanna
 - **Action Items:**
 - Acquire a flyer from Nina's or Tami will create (JK, TM)
 - Find out if Nina's will donate a gift card otherwise PTO can donate it as the raffle prize (JK)
 - Raffle tickets, bowl and a Rosica donation jar (JS)
- Fall Book Fair 10/10-10/14
 - Co-chairs- Adrienne Cohen and Greeta Yeghan
 - 10/6 Thursday folder & HRC email
 - Sign-up genius- does it need to be updated?
 - **Action Items:**
 - Family Nights dates- maybe 10/10 & 10/13? Need to confirm. (JK)
 - Sign-up genius- does it need to be updated? (TM)
- General PTO Meeting: Tuesday 10/12 6:30-7:30 cafeteria
 - Review past and upcoming events
 - Thursday folder announcement and HRC email (10/8) inviting families – open to everyone. Light refreshments
- Dine-Out : 10/12 Chipolte
 - Thursday Folder (10/6), Email Blast, and HRC emails (9/9 & 9/23)
- Fun Fest- 10/22
 - Sent out email correspondence 9/6 to last year's committee chairs to secure commitments. Sign-up Genius updated for volunteers – plan to keep SUG much the same from last year. Removing the ring toss game.
- Halloween
 - 6th grade party date – **Date? 10/28/22**
 - HRC email (9/23) will instruct the 6th grade HRC's to get together to plan
 - 10/31 9:30 school wide parade
 - Classroom parties, HRCs send out SUGs.
 - HRC email (9/23) will include a reminder about Halloween party planning
- Silver Graphics 11/9 to 11/30
 - Joy Shuck co-chairing with Mr. West. Registered and plan to market at BTSN.
- Science Alive
 - 12/7-12/8 K-3rd. Cara Miller helped last year

- **Action Item:** Reach out to Cara/Kristina Craig to discuss how PTO can assist (JK)

New Business:

- Passive Fundraisers- Box Tops Competition – **Still unknown**
 - Prize for most box tops will be?
- Joe Corbi Pizza Fundraiser- Pending start date in January
- Secret shoppe (12/2)- moving forward with purchasing products
- Google Drive: upload all (in word not pdf) docs/flyers/invites/etc. to google drive so incoming board members can access.
 - **Action Item:** Johanna working on accessing Google Drive to begin to organize
- PTO Closet Inventory
 - Discussion surrounding inventory of the closet contents
 - Joy is spearheading continued organization & inventory
- Continuity Binders
 - Each event and board position has an ongoing binder for documentation/ what went well/ etc
 - This can also possibly be housed in an organized Google Drive. More discussion to come but could eliminate constantly reinventing the wheel.

Treasurer's Report:

- 2021-2022 gifts funded by PTO totaled \$18,161
- 2022-2023 approved budget of \$22,940
- Reminder: All expense reimbursement forms and receipts must be provided to Sarah in hard copy. PTO Mailbox or to "Henry Lazzaro – Grade 3"

Principal's Report:

Adjournment: 10:41AM

Minutes respectfully prepared by Melissa Hollinger, PTO Secretary