

PTO Board Meeting – Buckingham Elementary Wednesday, October 12 2022

Present: Mr.Estep, Johanna Kane, Tami McCarthy, Sarah Lazzaro, Lauren Smith, Saunsanie Kitchko, Gina Lenox, Dee Lin, Suyan Zhang, Melissa Hollinger

Call to Order: 6:32 PM

Approval of Minutes: September minutes were approved by Johanna and Tami

Old Business:

- Nina's Waffle
 - Very successful. \$300 earned from Nina's
- Fall Book Fair
 - \$2,855 Profit
- Chipotle
 - \$623.29 Profit
- Fun Fest
 - Big Success, committee handling wrapping up loose ends (expenses, thank you notes)
 - \$7000 ish profit
- Parent Advisory Meeting update from Joy
 - Portrait of a Graduate
 - Superintendent meeting with 1200 students (eclectic mix of 6th graders from BE included)

Review of Current Business:

- Silver Graphics
 - Streamlined fundraiser, all marketing materials provided by company.
 - Personalized catalogs went out to students today
 - Upcoming need for volunteers to help hand out items on Dec 16th
 - Reminders coming in Buckingham Brief AND HRC email blasts
- Veteran's Day
 - Great response from parents for food items and volunteers

Upcoming/Ongoing Events:

- Angel Shoppe
 - Karen and Laura are working with Mrs. Barrett to make this happen on 12/1
- Secret Shoppe 12/2
 - Posters are up, flyers coming soon, info included in the Buckingham Brief and the HRC email blast
 - Nutcracker Tickets: **ACTION ITEM MAH: Follow up with Karen and Laura about the Ballet Tickets. Raffle to each child who makes a purchase**
- Golden Spoon 12/9
 - Switching the theme to luau. LOTS of luau decorations in the PTO closet
- Science Alive 12/7-8

- ACTION ITEMS: Facility Use Form – Johanna/Cara
- Sign up genius early for supplies/volunteers
- Conference Luncheon 12/13
 - Holly is chairing this event:
 - ACTION ITEM: Library - Facility Use Form needed Holly/Joy
 - Tuesday 12/13 Noon-2PM
 - Venmo donations from families as well as volunteers and dessert donations
 - 75 teachers and staff
- Classroom Winter Parties
 - 12/21 and/or 12/22
 - ACTION ITEM: Include a note for HRC's to touch base with their teacher to begin planning the winter party. MAH
- Joe Corbi Fundraiser
 - 2022 Profit was \$2,178
 - Orders due Jan 20, Delivery prior to the Superbowl on 2/9
 - Volunteers will be needed to sort the orders on 2/9
 -

New Business:

- Science Fair – January date TBD
 - Gym set-up night before (facility use form)
 - Mr. Radcliff and Cara Miller?
- Family Event – Phantoms Hockey – January date TBD
 - Shannon Stickler – looking for a chair to take over for 2024
- Yearbook
 - Discussion on the timing of the order flyers. Decision was to wait until Marchand have a quick turn around time. The longer the order window the more people forget. 1st week order flyer, 2nd week reminder flyer, 3rd week due date.
 - Support the flyers with information in the brief and hrc email blast – MARCH
- MVP and Sweetheart Dance
 - Discussion about making these events exclusively for pairs of 1 student and 1 adult. Not events designed for the whole family.
 - MVP Event – Looking for a chair: Bowling, Top Golf, something else?
 - Sweetheart Dance – April 2023 – date TBD
 - Sarah Mohr to chair
- Bingo – Late March? Maybe earlier to spread the family events out
 - Dee Dee Snyder
- Holiday Gifts
 - Discussion of holiday gifts for teachers and staff.
 - Joy is going to get a list of all of the staff members (aids, specials teachers, etc)
 - Melissa is going to let HRC's know that the PTO will be providing holiday gifts for aids and that it should not come from their class funds.
 - Additional conversation regarding budget for these gifts will follow.

Treasurer's Report:

- Budget Increase of \$527 to \$23,320
 - \$7,781 spent to date
 - 5th Grade Ropes Course Field Trip (\$3,250) and Hospitality (\$1,227) were largest items along with both of this years assemblies.
- 2022-2023 Fundraising Income planned \$23,320
 - Fundraising / Income (Loss) is \$7,875
 - Great income came through from Fun Fest & the Fall Book Fair

Principal's Report:

- Mr. Estep described two ongoing student led initiatives: composting and a recess walking program.

Adjournment: 11:00AM

Minutes respectfully prepared by Melissa Hollinger, PTO Secretary