

## PTO Board Meeting – Buckingham Elementary Thursday, November 10 2022

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

Call to Order: 9:30 AM

Approval of Minutes: October minutes were approved by Johanna and Sarah

Old Business:

- Nina's Waffle
  - Very successful. \$300 earned from Nina's
  - Discussion on the location of the spring ice cream fundraiser. Mom's Cookie Bar, O'wow cow, Nina's again. Will revisit this conversation early 2023.
- 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 6<sup>th</sup> 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 16<sup>th</sup>
  - Reminders coming in Buckingham Brief AND HRC email blasts
- Veteran's Day
  - Great response from parents for food items and volunteers
- Google Drive Update
  - Joy has completed the roll out of the new and improved/ cleaned out PTO Google Drive! Event chairs are being contacted to upload any documents and also compete their virtual continuity binders. This will enable a smooth transition when one chair moves on and a new individual steps into the role.

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. 1<sup>st</sup> week order flyer, 2<sup>nd</sup> week reminder flyer, 3<sup>rd</sup> 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*