**Minutes of the FR Elementary Campus PTO**

**General Assembly Meeting**

**Date**: November 3, 2021 **Time**: 12:00pm-1:00pm  **Location**: Via Zoom

1. **Meeting called to order by:** Primary Co-President Amy Kunkle at 12:02pm

**Attendance**: Angela Paradise, Amy Kunkle, Tiffany Booker, Connie Shirey, Jarid Shipley, Lori Fitzgerald, Amber Trout, Celeste Burroughs, Tamara Bey, Mindy Siegel, K. Conner, Karen Tempest, Penny Huang, Kelly Maslar, Stacey Campbell, Kristen Verruggio, Liz Kaciubij, Megan Walsh

1. Welcome from the Co-Presidents and Introduction of Executive Board Members on the call from both the Primary and Intermediate schools
	1. **President Updates**
		1. **Approval of the Meeting minutes from the last general assembly meeting on 9/8/21**
* Motion to approve made by: Celeste Burroughs
	+ Seconded by: Tamara Bey
	+ No abstentions or oppositions
		1. **Intermediate PTO voted & approved as new officers. Welcome**
			1. Kate Shipley- Secretary
			2. Jarid Shipley- Treasurer
		2. **Clearance reminder; fun volunteer opportunities**
* Please remember to upload your clearances to the district site (no physical paperwork)
* Change your volunteer buildings to the new schools
	+ 1. **Committee Chair Vacancies**
			1. Primary:
				1. Custodian Appreciation, Corporate Contributions, Art Fair/ Artapalooze, After School Programs
			2. Intermediate:
				1. After School Programs, Art Fair, Spring Book Fair (extra CC), Cashback programs (extra CC), Corporate Contributions, 5th grade event (extra CC), 3rd grade event (extra CC), Spirit sales, 5th grade farewell (extra CC)
		2. **Panther Mascot**
* Naming of the Panther coming soon, possibly get out this week?
* Each class will come up with names and vote on 1 name per class that they all like, then each grade will vote on what name they like best
* This will be put out for everyone to vote on even teachers
	+ 1. **Panther Den/ Corporate Sponsors**
* New item this year since we did a different fundraiser other than the Dance-a-thon or Walk-a-thon
* This was to help minimize additional fundraisers throughout the year
* Gold, Silver, Bronze levels depending on the dollar amount you want to donate
* Volunteer options as well, donate anytime during the year
* Corporate Sponsors on our social media and website depending on the level of contribution
1. **Treasurer Report**
	1. **Name changed approved for Primary/ Intermediate. Next steps**
* Bank name changed for Intermediate, Primary working on the change
* IRS will be the next step and Lodovico will help with that and can be done with the next tax return
	1. **Panther Party & Fall Book Fair profits**
* Total Profit for Panther party was approximately $14, 540.56 (this amount will be split between both schools)
* Total Profit for the Fall Book Fair (utilized 2 different accounts, 1 for each school)
	+ Primary- $4,000 budget- Profit was around $4, 100
	+ Intermediate- $4,000 budget- Profit around $3, 973
* We will need these profits to go towards field trips, class grade level events and assemblies, etc
1. **Near Term Upcoming Events** (updates, pending asks, blockers)
	1. **Clothing Sales**
* Board Buddy Tiffany Booker gave the update
* We have had 2 sales so far and approx. profit is around $600 (still finalizing the numbers)
* 3rd sale is happening now until November 12 for seasonal items for possible holiday gifts (link for this sale is on FB, need to add to our website)
	1. **Box Tops**
* Board Buddy Tiffany Booker gave the update
* Todd Seitz is running this for both buildings (he is in the process of getting the names changed for each school)
* The Box Top App will be up and running soon (will need to choose Primary or Intermediate school)- scan receipts no longer collect physical box tops
* Enter all receipts from family members as well
	1. **Parent Teacher Conference Day**
* Board Buddy Angela Paradise gave the update
* Thursday, November 11
* We are asking for parents to donate grab and go snacks and drinks for the teachers to enjoy on this day (everything will need to be prepackaged due to COVID)
* Sign up genius links for both schools will be coming out soon
	1. **Turkey Cup Challenge**
* Board Buddy Connie Shirey gave the update
* November 15-19 collecting monetary donations to donate to the Westmoreland County Food Bank
* Each day during the week we will be asking for different forms of money (Monday- Pennies, Tuesday- Nickels, Wednesday- Dimes, Thursday- Quarters, Friday- Dollars)
* We will write a check from the PTO account to the Westmoreland Food Bank
* Containers are needed for the Primary building (we need approx. 33, Intermediate has enough containers)
* This year we will not be competing against other schools, but the students will compete against the other classrooms for a prize of some sort
* We will have a display in both schools where the students can see who is winning and we will update it daily
	1. **Spirit Sales**
* Board Buddy Connie Shirey gave the update
* Both Primary and Intermediate schools will have these sales on the same days
* November 22 & 23 in the morning from 8:45-9am (there will be 3 tables at the Intermediate schools; 1 on each floor, Primary will have one table by the security office)
* Small items to purchase and prices range from 0.25- $5 (beads, stickers, foam fingers, etc)
* Sign up geniuses have been put out for volunteers to sign up to help and count money
	1. **Student Directory**
* Amber Trout the Committee Chair at the Primary gave the update (Katie is the committee chair at the Intermediate school)
* Should we include event dates?- unsure about this for this year since it has been really hard to get dates ahead of time. People can visit the website and FB page for these
* Committee chair info?- always a great idea to include (we will omit phones numbers for board members and committee chairs this year)
* Google form has been created for people to fill out (waiting on approval)
* Cheddar up link to collect the $5 donation (being created, Liz will have that soon)
* 2 week return time to return the form. We will add this to our FAQ sheet we will be creating
* $5 charge for each google form submitted- Gets you an electronic version only of the Student Directory
	1. **Holiday Faculty/Staff Appreciation**
* Date 12/21
* Board Buddy Celeste Burroughs gave the update
* Each previous school handled this differently, so we are working on meeting and coming up with an idea that we like best
* We will gather feedback and review with the Committee chairs (hoping to get this started ASAP)
	1. **Holiday Shop**
* Board Buddy Tiffany Booker gave the update
* Intermediate school needs a Committee Chair
* A and A is a new vendor we are working with this year, local company
* Set-up dates where 2 people from the company come and help set up
* The shop will run back-to-back between the schools
* Flyers will be coming out as they are approved and closer to this time
* Sign up genius will be created for volunteers to help kids shop
* Intermediate dates: Set up 12/6 & 12/7; Shopping 12/8- 12/13
* Primary dates: Set up 12/14 & 12/15; Shopping 12/16- 12/21
	1. **Winter Party**
* December 22
* Times will be the same as far as we know
* HR Coordinators will be letting classrooms know what we will be doing as far as Holiday gifts as a class if this is something that we decide to do (each previous school did different things so we will be discussing this and letting everyone know ASAP)
	1. **Spring Party**
* April 13
1. **Ongoing/ Recent Past Events**
	1. Panther Party- Thank you to everyone involved from volunteer, board members, teachers/staff, sponsors, families that came. It was an awesome new event!
	2. Non-Homeroom Teacher Supplies
* Items were collecting for non-homeroom teachers (Ex: speech therapists, specials teachers, guidance, etc)
* We sent them all an email and asked them if they had any requests for things that normal classroom teachers get from parents such as hand sanitizer, disinfectant wipes, tissues, etc. They emailed us with that they requested, and we were able to fulfill them all so far with parent donations
* We put out a sign-up genius and parents donated what we needed. They have all been very thankful
	1. **Fall Party**
* As far as we heard it all went well. Some parties were close to the end of the day so that may get changed moving forward, but more to come
* Times may get spread out to allow for more parking and not as many people (at least at the Intermediate)
* We are reaching out to the Principals & POC’s for their feedback
1. **Announcements**
	1. Next General Assembly Meeting January 12, 2022 at 12pm (Via Zoom? TBD)
* **Update from the DIB Committee (Diversity, Inclusion and Belonging)**
	+ Board Buddy Tamara Bey gave the update
	+ This group is looking into and asking people to be more flexible and inclusive- all about getting everyone together from all 3 schools
	+ This group assists with the parties to make sure there is awareness towards these things
	+ More information to come concerning this group and their mission (mission statement being put together)
	+ Goal is for both schools to work together for this good of this group
* No other announcements or go backs
* We agreed to hold off on telling HR coordinators about Holiday gifts as we are coming up with what we think will be best (they will wait until we circle back with them concerning this)
1. **Questions?**
* No questions were asked
1. **Adjournment**
* **Motion to adjourn the meeting by** Lori Fitzgerald, Seconded by Tamara Bey
* **Meeting adjourned at 12:56pm**

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**Minutes compiled by:** Angela Paradise, Co-Secretary FR Primary