Meeting Minutes – October 2, 2017

(6:31PM) Call to Order

- Pledge of Allegiance
- Moment of Silence for victims of Las Vegas tragedy

Special Presentation

- Jenny Worley of the Baldwin Borough Public Library discussed relocation plans to the Leland Center
- Dolores Colarosa discussed various Youth Services programs available

Robert's Rules Overview (handout)

- Robert's Rules is a set of steps designed to keep PTO meetings organized and on track
- The Rules cover voting, the flow of the meetings, and bylaws.

Secretary's Report

- Reading and approval of the minutes from September 11, 2017 meeting- Minutes stand as read

Treasurer's Report

- Reviewed Treasurer's Report
- Discussed the importance of correct and accurate deposit slips from committee chairs
- Blue or blank ink is a requirement on all checks to be deposited
- Deposited checks need to clear prior to purchase of goods and/or services (there is a $20 returned check fee)

Motion to pay bills made by Adrienne McCaughey-motion 2nd by Holly Perri

Principal's Report-NA

Teacher's Report

- Mrs. Elm (MES) thanked the PTO for all of the support with the Color Run.
- Profits for Color Run TBD
- Mrs. Thorne (MES) sent message before the meeting that this year the communication from the PTO "is great"
- Buddy Benches are coming soon to MES and WES

President's Report

- **Resignation of Corresponding Secretary (Jack Parkin)**
  - The PTO officers will absorb the duties to determine if the position is necessary.
  - A motion will be required at the November 2017 PTO meeting to determine if the position will needed to be filled or if it can be dissolved.
- **Potential Dates for PTO Events**
  - District STEAM Fair is scheduled for March 20th
  - Basketball: March 2nd or 16th
  - Art Fair or Science Fair: January 25th
- **Key Club Volunteers for MES Fall Festival**

    - Some of the volunteers have schedule conflicts due to WPIAL's and Soccer Playoffs
- **Classroom Party and Head Homeroom Volunteers**
    - All Head Homeroom Parent volunteers have been selected and have been given folders
    - Classroom party info emails should have gone out to all volunteers for the Halloween classroom parties
- **Kindergarten and WES T-Shirts are in**

Committee Reports

- **Book Fair**
    - MES and WES volunteer forms have been sent home
- **Fall Festival (MES)**
    - New this year-maps of the events will be handed out
    - Pumpkin patch will be relocated to the butterfly garden
    - Children can take pictures with movie characters
    - Basket donations are graciously accepted
    - Wagon loans to help transport pumpkins from the pumpkin patch to cars are appreciated
- **Fall Festival (WES)**
    - DJ, karaoke, and duct taping Mr. B to the wall
- **Family fun**
    - Looking for ideas for Holiday Event-Possibly a Holiday Shop, Pictures with Santa, and charity event
    - A family bowling night will be scheduled
- **Lego Club-**No Update
- **Box Tops-**collection materials distributed to all MES & WES classrooms. Head Homeroom parents to collect box tops on October 10th. Committee chairs will collect all box tops on October 20th and prepare the first submission for the November 1st submission deadline.
- **Munchie Mouth**
    - First event was the Color Run-estimated sales were $230 and approximately $170 in profits
    - 2 Volunteers are needed for each Fall Festival
- **Pencil Machine**-Pencil machine has been filled
- **Rewards Day (WES)**
    - November 3rd will be the first rewards day. It will be a movie with popcorn and water and there will be an allergy friendly snack - *Comment from 11/06 meeting: No popcorn was served.*
- **Spirit Wear**
    - Orders are due October 11th
- **Ways and Means**
    - The first PTO Spirit Day (Hat day) brought in approximately $500-the next Spirit Day will be October 13th (Look-alike Day)
    - Pie Sales will begin October 16th and have a November 17th delivery date
- **Yearbook (MES)**
    - Photographs needed for volunteer days such as Kindergarten fire truck visit and Fall Festival
- **Yearbook (WES)**
    - Photographs needed for Fall Festival

New Business

- Kindergarten Fire/EMS visit (MES)
    - Fire department visit will be October 11th and there will be 3 sessions beginning at 10:00am.
    - Date for EMS is TBD but will be prior to October 31st and the topic of their discussion is Halloween Safety.

(7:49 PM adjournment)

Motion to adjourn made by Holly Perri 2nd by Liz Quinn