

BEAR CREEK SCHOOL  
PTO Minutes for October 2011

The **PTO officers** for the 2011-2012 school year are as follows: Tiffany Brandt-Thomas and Erin Hiles, co-presidents; Shannon Kreider and Tara McCorkle, co-vice presidents; Eileen Wood, secretary; Melissa Reiman and Sue Smith, Co-Treasurers.

**Meeting Minutes for the [date] meeting**

**I. Attendance:** Dr. Annette Spagnolo, Tiffany Brandt-Thomas, Erin Hiles, Shannon Kreider, Tara McCorkle, Melissa Reiman, Noel Handran, Jana Del Marcelle, Brianna Wallach, Barb Geiner, Wendy Alspaugh, Tara Oltmans, Mary Gerlach, Nicole Snyder, Andrea Lown, Susanne Bernard, Emily Szymanski, Denise Raapp, Wendy Sheetz, Sherri Block, Victoria, Abdelnaby, Krista Beach, Liesa Perry, Al Miller, Dana Gish, Lisa Shank, Matt Fritz, Amy M'Evoy, Kirsten Mink, Caroline Brown, Natalie Dixon

**II. Officers' Reports:**

**Co-Presidents:** Tiffany Brandt-Thomas welcomed all the parents and teacher to our second Bear Creek PTO meeting.

The September meeting minutes were motioned to be approved by Barb Geiner and seconded by Emily Szymanski. The motion was approved by the body.

A change was recommended to Article V-2 of the bylaws to eliminate the Executive Board member from the nominating committee. Vickie Abdelnaby motioned, and Melissa Reiman seconded. The motion was approved by the body.

A change was recommended to Article I - 1d: If approved by a  $\frac{2}{3}$  vote, a member of the Executive Board can serve more than two consecutive years in office, with the exception of the Treasurer, who shall serve no more than 2 consecutive years. The motion was seconded and the revision was approved by the body.

Barb Geiner motioned to approve the bylaws with the above changes. The motion was seconded and approved by the body.

Mr. John Black needs to be added to the PTO Manager web site as a teacher.

Some Parents did not receive the PTO packet sent home with information regarding the "PTO Manager" and committee sign-ups. Dr. Spagnolo will e-mail teachers to find out who is in need of additional packets to send home. Mr. Handran reiterated that the teachers do make an effort to send home important papers within a day or two of being received. A reminder letter will be sent home to parents to sign into the PTO Manager web site.

The faculty will receive a letter with instructions on how to sign into PTO Manager to look for room parents interests and to find volunteers. We need to wait until the budget was approved before sending this information out.

The PTO tab of the Bear Creek web site has been set up and is updated by Ms. Barb Shenk. She is a great asset and resource with the web site. She posts information and

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pictures of family activities.

**Co-Vice Presidents:** No report.

**Secretary:** No report.

**Co-Treasurers:** Melissa Reiman presented the proposed budget which included money received from all elementary schools and a beginning balance of \$27,400.

Matt Fritz motioned to allocate \$1,500. For Community Service Committee. Kirsten Mink seconde and the motion was approved by the body.

Lisa Shank motioned to pass the budget and was seconded by Amy M<sup>c</sup>Evoy. The motion was approved by the body.

Barb Geiner motioned to allow the purchase of a locked box for the PTO to use for safe keeping if we cannot get a replacement key for the existing box and was seconded by Matt Fritz. The motion was approved by the body.

**III. Principal's Comments:** Dr. Spagnolo reported that Sunday, October 30, 2011 from 2:30 PM to 3:30 PM, Bear Creek will be hosting a community open house. Invitations will be coming home with the students soon. The open house will consist of a mini presentation and tours. Our orchestra and band will be performing as well.

Dr. Spagnolo said: "thank you everyone for coming to the 'Back to School Night'. We had a great turn out and the teachers are very thankful for all the support of the parents."

A question came up regarding the "Parent Portal". Dr. Spagnolo reported that the technology department is working on this and sign up information will be sent home as soon as it is up and running for the Bear Creek students.

**IV. Teacher's Comments:**

Teachers: Mr. Noel Handran, Ms. Brianna Wallach, and Mrs Jana Del Marcelle

A "thank you" was given to the teacher appreciation committee for the treats on the first day of school.

A question was raised on whether there would be "room parents" or "team parents". They were advised that as of now, it is looking like "team parents" because there is not enough parents volunteering for that. We will continue to urge people to go into the PTO Manager web site and sign up. Teachers will also receive a letter with instructions on how they can go into PTO Manager to look for volunteers as needed. The PTO needed to wait until the budget was voted on before we gave the teachers the information about room/team parents and how much will there allotment be.

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Some teachers had parents sign up as room parents at the “Back to School Night” and therefore, those people might not go into the web site to volunteer. Those teachers can submit their volunteers list to a member of the Executive Board to have the names entered as volunteers.

**V. Committee Reports:**

**Fundraising**

**Spirit Wear:** Tiffany Brandt-Thomas reported that the spirit wear fund raiser was pushed back a little when the PTO voted to add the E-town option in addition to Bear Creek. The final orders and monies are due on Friday, October 14, 2011. Sales to date are \$1,663.00.

**Giant A-Plus:** Victoria Abdelnaby reported that at this time, people cannot go on to the web site to register cards because Bear Creek’s registration is not completely finished and we need the information on paper since we are running a contest to see which class gets the most cards to register. The winning class will earn a soft pretzel party.

**Box Tops, Campbell Labels, and Moo Money:** Tiffany Brandt-Thomas encouraged parents to keep sending them in and that it is an easy way for our school to earn money and gifts.

**Little Italy Night:** Tiffany Brandt-Thomas reminded parents that Bear Creek’s Little Italy Night is slated for the end of October or early November, once their new location is completed and up and running.

**Tastefully Simple:** Tiffany Brandt-Thomas spoke on behalf of April Johnson, who is a Tastefully Simple Consultant. She is offering Bear Creek PTO an easy on-line fund raiser. All profits that she makes, she will give right back to the school. All orders will be sent directly to the home of each customer. The free items that are earned from the fund raiser will be used for teacher appreciation gifts, door prizes, and raffles.

**Assembly Committee:** Tiffany Brandt-Thomas advised that there is a desperate need for volunteers to assist with this committee. We are also encouraging teachers to join the committee so that they can have an active say on what assemblies they would like to see for the enrichment within the curriculum.

**Parents in Education (P.I.E.):** Tiffany Brandt-Thomas reported that Eileen Wood will help to organize this committee. The PTO room, room 229 (at the end of the music wing), can also be used to store items for pick up and drop off work. For use of a coier, printer, laminator, and die cut machine, please use one of the faculty rooms located in each of the grade wings.

**Book Fair:** Liesa Perry, chairperson, reported that the current total sales is \$5,000.00. With this amount in sales, Bear Creek earned 50% of sales in Scholastic Dollars. Liesa anticipates the total sales for the fall book fair to be between \$12, 000.00 and \$13,000.00. It was mentioned that the Scholastic Dollars we earn could be used toward students books in the Spring or to donate books for the school library. The Student Jr. Crew has been amazing. The students have been working very hard in assisting other students in choosing books, and filling shelves. Each Jr. Crew member received a free bookmark for helping out. The next family night is Tuesday, October 11<sup>th</sup>. In the past, the second family night (in other schools) has been more successful than the first.

**Year Book:** Tiffany Brandt-Thomas reported that so far, there are 11 people signed up in the PTO Manager web site to volunteer with the Year Book. Those members have

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been contacted via e-mail by Erin Hiles to get things rolling.

**Team Parent:** Tara McCorkle and Shannon Kreider reported that currently, there are enough volunteers to have team parents, but not enough for each room to have a room parent. Encourage more volunteers.

**Teacher/Staff Appreciation:** Tiffany Brandt-Thomas and Natalie Dixon reported that this committee met right away and were prepared for the first day of school on such short notice. Some of the ideas this committee has in the works for the rest of the school year are as follows:

Conferences - soup, salad and dessert

Christmas - ?

March - ?

Teacher Appreciation Week - ?

**Community Service:** Tiffany Brandt-Thomas and Dr. Spagnolo reported that the guidance counselors are planning a holiday service project for our families in need. The response has been overwhelming. They encouraged this committee to contact the counselors and work together. There is a large disconnect between what the outside agencies are donating and the number of families that need help.

**VI. Continuing Business:** None.

**VII. New Business:** No new business.

**VIII. Next PTO Meeting** will take place on Thursday, November 3, 2011 at 6:30 p.m. in the Bear Creek School Information Technology Center.

**IX. Adjournment:** Matt Fritz motioned to adjourn. The motion was seconded and carried.

Respectfully Submitted,  
Eileen D. Wood, Bear Creek PTO Secretary

Minutes recorded by Erin Hiles, Co-President