

Bear Creek PTO Meeting Minutes for September 24, 2013

- A. **Attendance:** Hether Schlosser, Rena Lehman, Missy Burkholder, Melissa Reiman, Barb Shenk, Leah Fraser, Annette Spagnolo, Jason Kingsborough, Maria Clouser, Lori Kolaric, April Johnson, Mary Snyder, Deb Snyder, June Shepherd, Lori Bitner, Lisa Malesich, Margaret Williams, Don Williams, Susan Sharp, April Hollinger, Erica Kreiser, Georgann Azzalina and Rick Hart.
- B. **Call to Order:** Meeting was called to order at 6:33 p.m.
- C. **Approval of Minutes:** Melissa Reiman made a motion to approve the minutes from the May 20, 2013 meeting; Georgann Azzalina seconded the motion.
- D. **Treasurer's Report:** Melissa Reiman presented the proposed 2013-2014 budget.
- Our goal is to get the carry over amount down to \$15,000-\$20,000. Annette Spagnolo suggested that we decrease the amount of fundraising by a few thousand each year instead of a one year lump sum.
 - May Math Month is now a separate line item. A new line item was made for Wellness Fund in the amount of \$2,500. This fund can be used by any teacher for anything health wise for the students such as field day, bringing back the DARE Program or playground equipment.
 - Hether Schlosser met with the 6th grade teachers to discuss a 6th Grade End of the Year Activity. This year's 6th grade class is the first class that has been at Bear Creek since 4th grade and because there is no longer a 5th grade recognition, it was decided to do something special for our 6th graders. Hether Schlosser is checking into an offsite activity at Spooky Nook Sports. It is intended for a celebration to continue every year for the 6th grade class.
 - Many line items were increased this year to make up for additional costs and concerns were raised about meeting these fundraising expectations. Any concerns can be brought to the board or revisited at future meetings.
 - Lori Bitner made a motion to approve the proposed budget; June Shepherd seconded the motion. There were two no votes from Don Williams and Margaret Williams.
- E. **Principal's Report:**
- There were some bus switches & some minor issues to address but things are going well this year. 4th graders are doing a tremendous job.
 - Olweus Days were completed by students at the beginning of the year.
 - Encouraged parents to sign up for PTO Manager and Community Portal. If your child's grade is not accurate, please let the teacher know. Teachers are to be putting homework on the Community Portal. If your child is out sick, please access homework on this program.
 - Piloting a new electronic program to sign up for parent/teacher conferences. Beginning October 28th, you will have access/directions to sign up for the time you want for your parent/teacher conference. You can sign up for each child back to back if you have more than 1 child at Bear Creek. This will be on a first come, first serve basis. At the end of 2 weeks if you have not signed up online, the standard form will be sent home to you to complete and return. Conferences are only with child's homeroom teacher. If you wish to meet with another teacher, please contact that teacher to schedule at another date and time.
 - Spring conferences will be held this year for the first time on March 6th & 7th, 2014. These conferences are optional. You can request a conference only if you feel that you need to meet with the teacher.
 - Jason Kingsborough discussed what the student's role is and how they can help in the Olweus circle idea. There are weekly scheduled classroom meetings school wide every

Wednesday, which is new from last year. Students are parted into teams to discuss topics pertaining to that team/homeroom so students are able to add their perspective.

F. Teacher Updates:

- The teachers appreciated the welcome back survival gift bags.

G. Standing Committees:

1. Assemblies – Celia Domines

- Annette Spagnolo along with the 6th grade science teachers are looking into fall assembly ideas including Franklin Institute.
- Hether Schlosser will follow-up with Celia on assembly ideas.

2. Bear Creek Bash – Don and Margaret Williams

- The bash is a fun night when the students can come and participate in activities such as a Will Dance tournament, bingo, board games, photo booth, teachers vs. students Minute to Win-it and snacks are provided. Last year 600 students attended at no charge. Less than \$3 was spent per child that attended including their snacks. The students are locked in the school.
- This year's bash is scheduled for Friday, April 25, 2014 from 6:30 to 8:30 p.m. Don will confirm date with DJ - Austin Telenko.
- Would like to have an electronic registration this year. There will be a definitive deadline for registration. Absolutely no late registrations will be accepted.
- Looking for a 4th grade parent(s) to shadow the chairs this year to learn how to run this event for next year.

3. Book Fair – Georgann Azzalina and Nicole Snyder

- Georgann is looking for a partner to help her chair book fair next year.
- Book Fair is being held October 3rd–10th from 8:30 a.m. - 3:30 p.m. Students are able to shop during their scheduled library time. Family Night is being held on October 8th from 6-8 p.m. Flyer will be coming home.
- In order to help bring in additional sales and eliminate restocking issues, parents will have the opportunity to shop online. So if you can't make it for Family Night or an item is out of stock, you can order it online up until October 18th. On-line orders will be sent directly to the school with no shipping charges. Information will be included on flyer.
- There will be a teacher preview this year. Teachers will have the opportunity to snack and look at books after school on the day the book fair arrives and also on the morning of the first day of the fair. Also, teachers will be able to make a wish list.
- Junior Crew is being offered to 6th graders which entails a few students coming in at a time to help restock shelves, help kids shop and offer ideas of what to order.
- There will be two contests. Students are able to vote on the poster they like and there will be a drawing at the end. \$25 spending money or gift card will be awarded to one student per grade which will allow them to use that money at the book fair.

4. Box Tops for Education – Margaret Williams

- Contests are lined up. Currently Mrs. Weikel's class is in 1st place for the pizza party contest with Mrs. Fraser's class in 2nd place.
- Laura Wentling and Jessica Range will be helping Margaret at home with the Box Tops and the display cases.
- Will need someone to shadow her this year to learn how to run this event for next year.
- Will revisit the Box Tops budget early next year if additional funds are needed to support the awards for contests.

5. Campbell Soup Labels – Cindy Wivell and Mary Snyder

- Mary has all the labels collected and needs address to mail them in. Hether Schlosser will get Mary in touch with Cindy in order to submit the labels by the end of the month.
- Flyer will go out to the students.

6. Community Service – The Giving Tree Program

- The Giving Tree Program occurs during the winter holiday season. The program is coordinated through the school counselors.
7. **Family Activities – Need chairperson**
 - We are in need of a 4th grade parent, a 5th grade parent and a 6th grade parent to chair this activity. Each grade level would spearhead an event for their grade. If anyone is interested or has any questions, please contact Annette Spagnolo, Jason Kingsborough or any PTO Board Member.
 8. **Fundraising – Lori Kolaric/Rena Lehman/Hether Schlosser**
 - All chair positions have been filled for each fundraiser event.
 - Lori and Rena are running the R&K Sub sale which will begin on October 7th-25th. R&K will pick up the orders on October 29th with a delivery date of November 5th at 2:45 p.m. The cafeteria will be set up so parents can give their name and the volunteers will be the runners to get the sub boxes and bring them to the parent. Extra subs will be purchased in case there are any small errors with the orders. Any remaining subs will be given to staff or sold to volunteers.
 - An ice cream sundae party with toppings will be awarded for the top class per grade level. Plus a \$10 gift card to each student who sells 35+ subs.
 - It will be decided at a later date if we want to do another sub sale in the spring.
 9. **Giant A+ Rewards – Rick Hart**
 - The program runs from October 6, 2013 through March 22, 2014. A flyer will be sent home to each family along with a follow-up email through PTO Manager.
 - Prizes will include a \$10 gift card for every 10 names submitted; a \$20 gift card for every 20 names and a \$30 gift card for every 30 names. Anyone who brings in 30 names is automatically entered for the grand prize which will be determined at a later date.
 10. **Holiday Shoppe – Hether Schlosser**
 - Holiday Shoppe will be held on December 10th from 5:30–8:30 p.m. and December 11th & 12th from 6-8 p.m. Not all items will be put out that first night so shoppers coming the second night have the opportunity to shop from all the items.
 - Looking for parent(s) to shadow the chair this year to learn how to run this event for next year.
 11. **P.I.E. (Parents in Education) – Need Chairperson**
 - Parent volunteers help teachers with things they need done such as copying.
 - We are in need of a parent(s) to chair this activity. If anyone is interested or has any questions, please contact Annette Spagnolo, Jason Kingsborough or any PTO Board Member.
 12. **PTO Manager – Don Williams**
 - Deleted all 6th grade parents who no longer had a child at Bear Creek.
 - Don has already sent home flyers and emails asking parents to sign up.
 - Everyone on the site is up-to-date.
 - Hether Schlosser discussed running a contest between the room parents to get parents to sign up for PTO Manager. Will evaluate once the room parents are selected.
 13. **Room Parents – June Shepherd**
 - Discussed running a contest for room parents to get parents signed up for PTO Manager because only half of the families are signed up.
 - Annette Spagnolo is going to get a list from the teachers of the parents who signed up to be room parent at parent night and will provide to June. TB tests are required.
 14. **Spirit Wear – Erica Kreiser and Tara McCorkle**
 - Spirit Wear will be sold for 2 weeks starting November 4th with a delivery date the 2nd or 3rd week in December.

- Bear Creek logo & the new E-town logo (not the old E-town logo) will be available. Not offering as many of the items and/or changing up what was offered last year. Some items will be added at the teachers' requests.
- Email Erica or contact her with any questions/suggestions.

15. **Staff Appreciation – Amy Burkhart**

- First day back to school staff received water bottles with inspirational teacher quotes on them, back to school bags (that had snacks inside them), bowls of mints and gum were left out for the staff to enjoy. There were 100+ of everything to make sure everyone on staff got one.
- Great response from staff on the Favorite Things Survey which will be used for future appreciation treats and to make more things personalized.
- End of marking period is October 29th so snacks will be provided for teachers over their lunch periods.
- Will be using budget funds to cover October. Asking for donations in November (conference dinner) and December (cookie exchange). Link posted on the website. February (rich & healthy desserts); March (PSSAs and spring conferences) and May (teacher appreciation).

16. **Website – Barb Shenk**

- If you want something on school website, please email it to Barb Shenk.

17. **Yearbook – Cathy Donahue**

- Cathy has already has been in contact with Annette Spagnolo.

H. **Continuing Business**

1. **Box Top University**

- Margaret Williams went to Maryland. She found out that if you order Hanes brand shirts through an imprinting business, Bear Creek can receive Box Tops for those purchases. Margaret would need a copy of the invoice. This program potentially could be incorporated into the Spirit Wear fundraiser.

I. **New Business**

1. **District PTO Meeting**

- PTO has insurance liability coverage on site and off district property. However, volunteer would not be covered for his/her own gross negligence.
- The purpose of District PTO years ago was to get everyone together for assemblies to get ideas from each other and help cut back the cost. However, it is difficult to find an author for grades K-6 so Bear Creek PTO decided to no longer participate in the District PTO authors. Mrs. Ditzler will come up with a list of authors.
- It was decided to discontinue district family night because attendance is so low. That money will now be moved to our assembly fund.

2. **Sixth Grade End-of-the-Year Activity**

- Executive board will take this on with 6th grade teachers.
- Brief meeting was held last Friday with teachers with lots of positive feedback. Will meet back up after teachers talk with the students and among themselves and start planning from there.

J. **Adjournment:** A motion was made by June Shepherd to adjourn the meeting; the motion was seconded by Rena Lehman. All approved. The meeting was adjourned at 8:42 p.m.

Respectfully submitted,
Maria Clouser