



O'Hara PTO - Executive Board

Meeting Minutes – October 16, 2019

O'Hara Elementary

Meeting was called to order 8:22 a.m.

In attendance: Lauren Mohn, Sarah Shaffer, Nadine Champsi Carl, Christina Marlier, Kristy Batis, Carrie Solari

1. Vice President's Report (Nadine Champsi)

a. Event/Activity Follow-up

- i. Family Literacy Night
 1. This event was very successful!
 2. Mrs. Batis is working on getting a microphone for future events.
- ii. Volunteer Recruitment
 1. Jot form started at the beginning of the year.
 2. If there is a schedule change please email homeroom@oharapto.org That will go to Nadine, Sarah and Sarah Blask. This way the jot form can adjust to any schedule changes.
 - a. Mrs. Batis will bookmark the link to the jot form sign up to the teacher's shared drive.
 3. TAG Art volunteer recruitment will start next week.
- iii. Reward Cart
 1. The reward cart will now come once a month. There is a separate link to sign up for the reward cart on the PTO web site - it is independent of the other volunteer opportunities.
 2. We have spent \$713 out of \$1,000 PTO allocation (\$2,000 total budget).
 3. Discussed Amazon Wishlist for sustainability.
 4. Mrs. Batis and the committee are working through the FAQ's.
- iv. Green Foxes Committee
 1. Compostable lunch trays will now be used in the School District!
 2. A marker recycling program is run through Crayola, Meredith Levy is working to bring this to O'Hara. Any marker can be recycled. Approved.

b. Upcoming Events/Activities

- i. Learning Centers/Field Trips
- ii. Batis to provide dates so that we can coordinate volunteers. PTO will identify a point teacher for each grade.

- iii. Homecoming Carnival/Pep Rally/Spirit Week
 - 1. Carnival will be held this Friday from 4-7 p.m.
- iv. Halloween Parties/Parade
 - 1. We are pretty good with volunteers. Officer Lynch is able to see volunteer lists and run Raptor search prior to the event.
- v. Indoor Recess Bin inventory and restock - Nov. 21 - 22.
- vi. Thanksgiving Baskets
 - 1. This year's beneficiary will be Backpacks For Hunger
 - 2. Purchase Laundry Baskets - Approved
 - 3. Discussion on how can we integrate students into the process
 - a. Several ideas were shared. We also discussed students being able to "donate" Batis Bucks to the cause. Nadine to coordinate with committee chair.

2. Treasurer's Report (Christina Marlier)

- a. Account Balances
- b. Budgets - Budgets were distributed. Balance is \$34,000 less outstanding checks.
 - i. Planners
 - ii. Back to School Social - Made \$285
- c. Check/Reimbursement/Purchase Requests
- d. Tax Liability from 2018 - Still pending.
- e. Benevity Certification Renewal (Employee gift matching) - Due in December

3. Fundraising Officer's Report (shared by Christina Marlier)

a. Past Fundraiser Review

- i. Chipotle \$151.00 total. Decision was made to wait until Spring and do one more.
- ii. Online Spirit Sale

b. Upcoming Fundraisers

- i. Square One Art
 - 1. Art projects are finished and ordering will start, approval has been granted for a table to be set up for P/T conferences 11/4 & 11/5 to display purchase options.
 - 2. Order forms sent home 10/28 due back 11/08.
 - 3. 6+volunteers needed for distribution around 12/6 (will confirm date) - We will have a table at parent teacher conferences.
- ii. Discussion re square one and spirit sale at the Halloween Parade.
 - 1. Spirit Sale pending inventory remaining from Carnival
- iii. Homecoming Spirit Sale
 - 1. Spirit sale chairs will be there to sell items, PTO Board should stop by and help if they are available.
- iv. Box Tops
 - 1. Boxes put in classrooms 10-11, to collect until Winter break.

- a. App information sent home in email. A repeat email should be sent out each month about the app, and collection boxes. Along with Social media updates.

c. Potential New Fundraiser

- i. PNC Park National Anthem Ticket Sales- Decisions was made to suggest tabling until next year to allow for better planning and selection of date.

4. Secretary's Report (Lauren Mohn)

- a. September Board and General meeting minutes review and vote to approve - Motion to approve Sarah, approved Nadine.

5. Communication Chair's Report (Carrie Solari)

- a. Upcoming newsletter and/or social media campaigns - evening PTO Meeting Nov. 14 and Dec. 6 Polar Express Event.

6. New Business (Sarah Shaffer and Kristy Batis)

- a. Tax exempt application approved.
- b. Encourage use of jotform to maintain volunteer records required in recertification process.
 - i. We have to recertify every 3 years. Treasurer will be responsible.
- c. School Safety Meeting and Q & A
 - i. We have been collecting questions through an online form.
 - ii. Will structure as a panel.

7. Old Business (Sarah Shaffer and Kristy Batis)

- a. Positive Behavior Program Q & A - Mrs. Batis will follow up.
- b. Student Council
 - i. Stipend approved for teacher volunteers at all schools.
 - ii. Kayla Warmbein has applied for the position to run the student council. Sarah will follow up with Carrie Work.
 - iii. Outdoor Classroom- Construction Timeline
 1. Mrs. Batis needs to follow up.
- c. Tax Exempt Status - see above.
- d. Summer Assignments - Outstanding Projects - Tabled until November meeting.
 - i. Sensory Path
 - ii. Display cases
- e. AW Memorial - Tabled.

8. Teacher Stipend Requests Reviewed:

- McLeod - Art Rack - Additional information required. PENDING.
- Kindergarten - Head Sprout - The technology director will not commit to future year funding. Shaffer to follow up with Kindergarten team.
- Abati - Story Works - \$8.49/student - APPROVED
- Frick - Student chair pockets - \$235 - APPROVED
- Squeglia - Friendship Group \$100 - APPROVED
- Dames - Flexible Seating \$450 - APPROVED

- Ferrari - Additional flexible seating - \$400 - More information needed. Mrs. Batis to follow up.
- Henderson - Chair leg covers \$120 - PENDING - Mrs. Batis to see if lower cost alternative available
- Art Department- Two document cameras \$300/each. This is an equipment request and document cameras were purchased last year and should sufficient. More information needed. Shaffer/ Batis to follow up.
- Art Department - requesting laminator - TABLE - equipment needed by school, not just department (new laminator was broken - working to repair or replace).

Meeting was adjourned at 10:03