

PTO Executive Board September Meeting Agenda
9/5/2023

- Members
 - President - Emily Pikaard
 - Vice President - Beth Allen
 - Finance Chair - Laura Halliday
 - Fundraising Chair - Meredith Jerome
 - Social Chair - Ebone Stephens
 - Media Chair - Brian Heyman
 - Secretary - Jenna Mueller
 - Ambassadors - Angela Walker and Liz Harms
 - Dr. David Duckworth, Dr. Rosalyn Goodwin, Michelle Behrle
 - Officer Duties Update
- Activities and Events
 - Past Events
 - Meet the Teacher Night
 - Boo-hoo Breakfast
 - Restaurant Fundraiser: FroYo
 - Upcoming Events
 - Back to School Bash
 - September 22, 6:00-7:30p
 - Set-up
 - PTO Table - tickets, tablecloth, fliers
 - Popcorn
 - Popsicles (Jenna)
 - Chalk, kickballs, basketballs, speaker (Dr. Duckworth)
 - Lead person for popcorn, tickets, popsicles
 - Angela- Tickets
 - Liz and Ebone- Popcorn
 - Jenna- popsicles
 - Meredith and Brian can fill in wherever
 - Great Skate Craig Night
 - September 17, 5:45-7:45p
 - Jenna will pick up the fliers when they are ready
 - Social event but may get a kickback, not to make money
 - Parent's Night Out
 - Ideas?
 - Trunk or Treat
 - October 20 6:30-8p (Cars can arrive at 6p)
 - Rain Date: October 27
 - Candy collection
 - Buy extra candy this year (\$500)
 - Trunk contest, no costume contest
 - Committee person for this night?
 - Craig Carnival
 - May 4th, 4p-6p
 - May 11th Rain Date
 - All-American Gymnastics Update: February 4
 - Family Night

- Will be a link for everyone to register
 - This is NOT a fundraiser
- Priorities for this year
 - Gaga Pit
 - 26' Gaga Pit Ball Game with ADA Gate and Stanchions: \$2,820.95
 - Available 2-4 weeks, free shipping
 - Playground - \$12,000 goal (1-2 years)
 - Paying for upgrades- benches with shade (4,000 a piece)
 - Purchases for the building
 - Review Budget
 - 18,286.18 is where we are starting
 - PTO Grants
 - Beginning of Year (October 1), Spring Break (April 1)
 - Won't review until the cutoff date has come
 - \$500 per grade level - work together as a team of teachers
 - \$100 per new teacher (this year there are six)
 - Large Fundraising options
 - Goal of reaching 10,000 dollars
 - Readathon Update
 - Had 2 meetings with them so far
 - 75% profit- provide online tools (money handling, etc) and online tracking software for the reading, can log their reading without having to raise money, there is a rewards store available that 15% of what each student raises can be used in the reward store
 - Jenna is willing to lead the activities
 - They will send posters
 - Flat donations, not based on books read
 - Two separate counters- one for minutes read and one for money donated
 - Let people know what we are raising the funds for
 - Two week fundraiser
 - Date: February 26- March 8?
 - Need to have a week after to pick out their prizes
 - No fee for reserving a date
 - March is National Reading Month
 - Ask parents to volunteer to help
 - Parents can come in and read
 - Create activities to boost excitement surrounding the fundraiser
 - Jenna will create themes and activities
 - Camp fires, mystery readers, scary stories, hot chocolate, marshmallows, bookworms
 - Restaurant Nights Update
 - Sept- Noodles and Company
 - Cardinals Calendar
 - Help with keeping track of the calendars and sorting them
 - Can we get a committee leader for this?
 - Increase PTO Membership, Participation and Engagement
 - Parent Directory
 - Buzz Book

- QR Code
 - Sign up at Events
 - Leadership opportunities – committee chairs
- Other Agenda Items
 - Scouts
 - Staff Appreciation Dates (Angela)
 - October 2: School Custodian- how many custodians? Three
 - Nov 7-11: School Psychology Week
 - Dec 2: Special Education Day (Social Media push)
 - Feb 5-9: School Counseling Week
 - Feb 22: School Bus Driver Appreciation Day (Social Media push)
 - April 1-5: National Assistant Principal Week
 - April 3: Paraprofessional Day (Social Media push)
 - April 4: School Librarian Appreciation
 - April 24: Admin Professional Day
 - May 1: School Principal Day
 - May 1: Substitute Appreciation Day (Social Media push)
 - May 3: School Lunch Hero Day (Social Media push)
 - May 8: School Nurses Day
 - May 18: Speech Pathologist Day (Social Media push)
 - May 6-10: Teacher Appreciation Week
 - Childcare for Meetings
 - Ebone reached out to NJHS- she will check for the remaining general meetings
- Upcoming Events
 - Great Skate: September 17, 5:45-7:45p
 - PTO Leadership Conference: September 18, 5:30-8p
 - Back to School Bash: September 22, 6:00-7:30p
 - October PTO Exec: October 3, 6:30-7:30, Google Meet
 - No School (Fall Break): October 13-16
 - Trunk or Treat: October 20, 6:30-8p
 - No School: November 7
 - November PTO Exec - November 9, 5:30-6:30p
 - November PTO General - November 9, 6:30-7:30p
 - No School: November 22-24
 - December PTO Exec - Google Meet
 - December 4? 6:30-7:30p (Emily will be out of town on Tuesday)
 - No School: December 22-31

Additional Notes:

- Craig will be gutted, except for the library... will be done in pieces, a corridor will be added at the back of the building, this will happen over the next 4 years
- Proposed Budget passed at the general meeting, including purchasing the Gaga Pit using funds from last year's Boosterthon

CALENDAR OF EVENTS

- Parkway Board of Education Meeting Dates (7P)
 - August 9
 - September 6
 - September 27 (Tax Rate Hearing at 6:30p)
 - October 18
 - November 15
 - December 6
 - January 17
 - February 21
 - March 13
 - April 11 (Organizational Meeting at 6:30p)
 - May 15
 - June 12

- August
 - August PTO Exec
 - August 7, 6:00-8:00p - Craig Library
 - Meet the Teacher
 - August 17, 5:30-7p - Craig Elementary
 - 1st day of School: August 21
 - Boohoo Breakfast
 - August 21, 9-10a - Craig Cafeteria
 - PTO Social Get Together: August 28, 6-8p (all Parkway PTO Execs invited)
 - Circle 7 (Clayton Rd)

- September
 - No School September 4, 2023

- September PTO Exec - Craig Library
 - September 5, 5:30-6:30p
- September PTO General - Craig Library
 - September 5, 6:30-7:30p
- Great Skate
 - September 17, 5:45-7:45p
- PTO Leadership Conference: September 18, 5:30-8p (All Parkway PTO Execs invited)
 - Parkway Welcome Center
- Restaurant Fundraiser
 - Noodles and Co: September 27
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- October
 - October PTO Exec - Google Meet
 - October 3, 6:30-7:30p
 - Fall Break October 13-16
 - Trunk or Treat
 - October 20, 6:30-8p
 - Trunk Decorating Contest
 - Volunteers:
 - Parking (3)
 - Candy (2)
 - Welcome Table (3)
 - Pictures (1)
 - Trunk Contest (2)
 - Costume Contest (2)
 - Restaurant Fundraiser
 - California Pizza Kitchen: October 25
- November
 - No School November 7
 - November PTO Exec - Craig Library
 - November 9, 5:30-6:30p
 - November PTO General - Craig Library
 - November 9, 6:30-7:30p
 - No School November 22-24
 - Restaurant Fundraiser
 - Carretas: TBD
- December
 - December PTO Exec - Google Meet
 - December 4? 6:30-7:30p (Emily will be out of town on Tuesday)
 - Restaurant Fundraiser
 - TBD
 - No School December 22-31
- January
 - No School January 1-2, 12-15

- January PTO Exec - Craig Library
 - January 9, 5:30-6:30p
- January PTO General - Craig Library
 - January 9, 6:30-7:30p
- Movie Night in the Gym??
- Restaurant Fundraiser
 - TBD

- February
 - February PTO Exec - Google Meet
 - February 6, 6:30-7:30p
 - No School - Feb 16-19
 - No Screens Week??
 - Restaurant Fundraiser
 - TBD

- March
 - March PTO Exec - Craig Library
 - March 5, 5:30-6:30p
 - March PTO General - Craig Library
 - March 5, 6:30-7:30p
 - No School March 17-23, 29
 - Restaurant Fundraiser
 - TBD

- April
 - April PTO Exec - Google Meet
 - April 2 (PD-no school) 6:30-7:30p
 - Recruitment/Election of New Members
 - Cardinals Night
 - 4th and 5th Choir
 - Restaurant Fundraiser
 - No School April 2, 19
 - Read-a-thon Fundraiser
 - April 8-12

- May
 - May PTO Exec - Craig Library
 - May 7, 5:30-6:30p
 - New Board Members Attend
 - May PTO General - Craig Library
 - May 7, 6:30-7:30p
 - Teacher Appreciation Week May 6-10
 - Restaurant Fundraiser
 - 5th Grade Celebration
 - No School May 27
 - Yearbook Delivery
 - PTO Member -

- Building Member -
- Carnival
 - May 4, 4-6p
 - Rain Date: May 11, 4-6p
 - Games
 - Inflatables
 - Food
 - Raffle (?)