

Big Flats Elementary School

BFES PTO Meeting Minutes

Sept 18, 2018

Big Flats Community Center

Attendance: Alissa Creighton, Christy Harmer, Lauren Heal, Jill Staats, Elizabeth Scaptura, Samantha Marsh, Michelle Weldon, Beth Dick, Elisabeth Bean, Amanda Jamison, Andrea Brink, Rich Brink, Brandee Terry, Jessica Seaward, Jessica Burlew-Stilts, Tara Spirawk, Mary Jo Wallner, Christina Regula, Kate Biddle, Jacquie Shope (20)

1. Call to order 6:05pm.
2. President Welcome/Introductions: Round robin around the room introducing officers and attendees
 - a. PTO Officers for 2018/2019 school year:
 - i. President – Alissa Creighton
 - ii. Vice Presidents – Dawne Decker and Christy Harmer
 - iii. Treasurers – Jill Staats and Zuleykha Grover
 - iv. Secretary – Lauren Heal
3. Completed Events:
 - a. Teachers Welcome Back Gifts (Christy): (Redbox movie ticket, popcorn, chocolate bar, water bottle, and crystal light packet) –
 - i. Teachers were very appreciative of the gifts! Thank you!
4. Chairpersons Needed (Alissa Creighton) –
 - a. Birthday Board (bulletin board in the front entrance of the school): Beth Dick
 - b. Marquis/outdoor School Sign: Jessica Burlew-Stilts and Michelle Weldon volunteered to chair.
 - c. Box Tops: Jessica Burlew-Stilts volunteered to chair
 - d. Folders (PreK-1)/Agendas (2-4): Jen Tremain will chair and is already working with Mary Juan on this.
 - e. Notes to Chairpersons: If designated as a chairperson, you are responsible for being the main point of contact. Each event has an event folder that will contain budget, volunteer list, reimbursement forms, "how to/what to", tax exemption forms, supply lists, event evaluation form, etc.
5. Upcoming Events/Fundraisers/Business Items:
 - a. Open House/Book Fair: Tuesday, Sept 25 6:30-8pm (book fair opens at 6pm)
 - i. Book Fair open for wish lists Monday and Tuesday (classes will each have time)
 - ii. Tara Spirawk volunteered to chair.
 - iii. Volunteers Needed (Monday and Tuesday throughout the day - Thursday and Friday morning 8-8:15am for shopping with the 3rd/4th grade kids.) Please sign up with Tara Spirawk.
 - iv. Tables: PTO Spirit Wear & Recruitment (contact Alissa to help at the table)
 - v. Principal's Fund - district has allowed principals to have a fund that the principal can use for the school at their discretion. Portion of profits from Book Fair has

historically gone to this fund. This fund however no longer existed last year. We would like to reinstate this fund for our Principal through our PTO budget.

1. Motion to approve reinstatement of Principal's fund by Alissa Creighton. Seconded by Jill Staats. Motion: APPROVED (unanimous) Mrs. Scaptura thanked the PTO for their continued support.
 - b. Color Run: Thursday, Oct 4th - registration 5:30pm/event at 6pm.
 - i. Beth Dick volunteered to chair.
 - ii. Need at least 25 volunteers.
 - c. Save Around Coupon Books (Christy Harmer):
 - i. New incentive for students to sell books - they can earn apparel with school logo. We need the logo sent before the book shipment can go out.
 1. Concern is that it would negatively impact our Spirit Wear sales.
 2. Motion to go with the Horseheads Raiders logo as an alternative. The Big Flats Falcon logo will be used as back up.
 - a. Motion: APPROVED.
 - d. Spelling Bee: November 20th, 6:30pm
 - i. Need to start registering soon.
 - ii. Tara Spirawk volunteered to chair.
 - iii. Announcer and judges already taken care of.
 - iv. Previous years - need to get the plaque updated of student champions.
6. Student Directory (Alissa Creighton):
- a. Student directory will continue to only go to those who have their information in the directory.
7. Treasurer's Report (Jill Staats and Zuleykha Grover):
- a. Ended 2017/2018 school year at approx. \$8600.
 - b. Motion to approve 2018/2019 budget by Jill Staats. Seconded by Alissa Creighton. Motion: APPROVED (unanimous)
8. Site Based Team Updates (Dawne Decker Miles):
- a. Mrs. Scaptura has encouraged all to attend the Board of Education Meeting this coming Thursday, Sept. 20th at 6:00pm at Multi-media Center at Horseheads High School. The Big Flats Elementary Site Based team will be presenting and we were asked to present at the first BOE meeting of the school year. The Topic that our school was asked to present on is Social and Emotional Health and Well-Being.
9. Parent Council (Christy Harmer/Lauren Heal):
- a. First meeting is Oct. 3rd.
10. Other/Questions :
- a. Meeting minutes will be sent first to Mrs. Scaptura for approval. Once approved, final minutes will be sent out to all parents who sent in a PTO volunteer form.
 - b. Mail in the PTO mail room only. PTO items taken from the PTO closet must be returned to the PTO closet.
 - c. Chairpersons, please check with Alissa Creighton before purchasing anything (i.e. cups, napkins, gloves, plasticware, etc...).
 - d. Reminder - All volunteers for PTO events, must go through the front office, sign in and get a visitor badge.

11. Meeting Adjourned 7:25pm.