

**Bellaire Elementary PTO**  
**September 11, 2018 at 6:30 PM**

**Meeting Minutes**

**I. Welcome (2 minutes) (Jamie Reiber) – *Meeting Began at 6:35pm***

- a. Brief description of what the PTO does
  - i. Introduction of the board members – *Jamie Reiber, Kristi Focht, Katie Brenneman, Sara Walker, Kerin Corcoran and Amanda Moore (Treasurer)*
  - ii. Introduction of the attendees: *Janelle Green (Teacher 1<sup>st</sup> grade), Ortal Gez, Sally Kerstetter, Jennifer Nace, Tiffany Kirk, Jen Bitting, Sara Harrower, Carol Smith, Jackie Maddox and Lisa Balog*

**II. Principal Report (5 minutes) (Mr. Bell)**

- a. Positive Office Referrals
  - i. *Clip system in each Classroom – New this year*
  - ii. *Each student can receive 4 good behavior points a day. Once this is received they can get a selfie with Mr. Bell. #Bellfie*  
*An email will go home to the parents or guardians from Mr. Bell notifying you of this as well as attaching the selfie.*
  - iii. *Links Behavior system is school wide. Any staff in the school can distribute to the class for good behavior, acts of kindness, etc. Once 50 links are received by the class then the class will decide how to celebrate. Some ideas are pizza party or pajama party.*
    - 1. *1<sup>st</sup> grade – Mrs. Green has received the first 50 links for the school.*
  - iv. *4<sup>th</sup> grade field trip payment is due for \$300 transportation that was coded incorrectly and paid by Crestview Elementary.*
  - v. *Carlisle Halloween Parade is October 15. Theme is Sharks Taking a Bite Out of Education. Meet at Alliance Church and will parade down Hanover Street. There will be judging prior to the parade and the winners receive a monetary prize.*
    - 1. *Theme suggested for next year is 90's theme*
  - vi. *Substitute Teachers are needed! Please go on the district website to sign up!*

**III. Treasurer Report (5 minutes) (Amanda Moore)**

- a. 2018/2019 budget was approved by Executive board on 8/1/18
- b. Any pertinent information
  - i. *Total in bank: \$32,399.83*  
*Deposit made \$4,721.92*  
*Withdrawal: \$1,630.07*  
*Savings: \$4,953.20*

*Outstanding Check for the Carlisle Foundation that is collected from students donating their Bulldog tickets to the Giving Tree Apples. Check was for \$183.65. Each ticket is worth 5 cents then the PTO writes the check to be used for the Bosnian scholarship.*

- c. Available for review – *Copy of the budget was provided to all in attendance*
- d. PTO budget in review by Jamie Reiber: *Each year the PTO is bringing in about 6-10,000 dollars BUT spending approximately \$15,000. Budget Management is key, or PTO will be in trouble the next couple years. Fundraising is VERY important!*

**IV. Communication (2 minutes) (Jamie Reiber and Kerin Corcoran)**

- a. E-mail – [BellaireElementaryPTO@gmail.com](mailto:BellaireElementaryPTO@gmail.com)
- b. Facebook – Bellaire Elementary PTO (be sure to answer the questions and choose the Bellaire Elementary in Carlisle PA!)
- c. Bulldog Beat – PTO Corner – *Look for Fall Fest Updates (Kristi Focht)*

**V. Fundraising (10-15 minutes) (Kristi Focht)**

- a. Fall Festival – Saturday October 13, 2018 11AM to 3PM
- b. Silent Auction – *look for highlights in the PTO Corner on the Bulldog Beat for highlights. 1<sup>st</sup> highlight was just published.*
  - 1. *Jr. Fire person will ride on fire truck to school and assist with fire drill along side Mr. Bell.*
  - 2. *Gift cards to local businesses in the community*
  - 3. *Awards or Incentives for just Bellaire Elementary families and students*
- ii. *We need VOLUNTEERS! Almost half the spots are already filled! Clearances are NOT needed for this event!*
- iii. *Shifts for Saturday morning set-up (5-10), 2 hour shifts Saturday (2 volunteers/game booth/shift), Saturday clean-up (5-10)*
- iv. *Incentive for volunteers – each shift you work you will receive 1 free raffle ticket; grand prize: 4 free tickets to the Turkey Hill Experience*
- c. Box Tops for Education (and app)
  - i. *Each child that hands in 1 box top will receive 1 free raffle ticket.*
  - ii. *Class winners will be announced in October for the month of September. The class that wins will receive a Rita's recess or a Pizza Party. Each month has different incentives. Stay tuned to communication folders for more information.*
  - iii. *Bulletin Board across from the Main Office will highlight each class status for the Box Tops progress. 1 gum ball = 25 Box Tops received.*
  - iv. *You can scan your receipt on the App AND send in the box tops to receive double points for the school.*

- d. Giant A+ Card
  - i. *Last year Giant Bonus Card made \$1,490.88*
  - ii. *Please register online. Very EASY!*
- e. Dining for Dollars
  - i. *Events will be created on Facebook, Flyers will be sent home one week prior in the communication folders and will be advertised on the Bulldog Beat PTO Corner.*
    - 1. Bruster's – Thursday, 9/13
      - a. *All Day. Share Facebook Event or Flyer with Family and Friends. Anyone can attend to help the school.*
    - 2. South Side Deli – 10/31 (easy for Trick-or-Treat)
    - 3. Chick-Fil-A – 11/27
    - 4. Marcello's – 12/18
- f. Any other ideas – please e-mail PTO [BellaireElementaryPTO@gmail.com](mailto:BellaireElementaryPTO@gmail.com)

**VI. Book Fair (Carol Smith)**

- a. *September 24-28*
  - i. *Set up One week prior.*
  - ii. *Monday and Tuesday will be wish list created by students. Wednesday and Thursday will be shopping days for ONLY students that have money for books. Friday will be shopping just in the morning so pack up can be completed.*
  - iii. *Family Night: Tuesday, September 25 6pm-8pm. There will have games, crafts and snacks for anyone attending. Open to all of Bellaire.*
  - iv. *KISS nights (Kids invite someone special) will be Wednesday, September 26 3:30pm-5pm*
- b. *Volunteers ARE NEEDED! Do NOT need clearances to help. Link for volunteering has been posted on Facebook page, Bulldog Beat and sent home in communication folders*
- c. *Art Contest will be going on. Stay Tuned for more information.*
- d. *Students can pay with cash or using the E-Wallet (online) that links your credit card and you set the limit for your child. Make sure you include enough money for tax purposes (6%)*
- e. *September 16<sup>th</sup> the online link will be sent home to all students in their folders.*

**VII. Class Parties (5 minutes)**

- a. Will need a volunteer to lead and helpers for each class
  - i. *If you are interested in leading for your child's class or volunteering to help with your child's class, please let me know. – Each Class has 1 lead and 4 helper except 5<sup>th</sup> grade which is 1 lead total with 10 helpers*

- ii. Sign-up on sheet coming around
- iii. You MUST have all clearances on file with the district (turn in to Mrs. Shoemaker first and she will forward)
  - 1. It's not a quick process, so if you don't have them now, you may be pushing it for the Halloween party – *Bring all completed in to Mrs. Shoemaker at the same time so nothing is misplaced. Then they will be sent to the district for approval. Takes anywhere between 2-6 weeks*
    - a. PA Child Abuse Clearance - \$13.00 (waived 1 time for volunteers)
    - b. PA State Police Clearance – FREE for Volunteers
    - c. FBI Fingerprinting – Do not need if you can sign a waiver that you've resided in Pennsylvania for the last 10 years – *For Army War College Families please contact Jaqueline Shultz for guidance as she is the school liaison*

b. Party dates

- i. Halloween/Fall – 10/31
  - 1. *Costume Parade behind the school prior*
  - 2. *Get dinner at Southside deli to help the school out on your way home!*
- ii. Winter/Holiday – 12/21
- iii. Spring – 4/12
- c. *Sign up sheet was passed around the room for volunteers for the first holiday party. Don't Fear The Lead ☺ An example sheet was also passed around for the leads to have an idea of how to ask for more help and donations for the party by Sara Walker*

**VIII. Any Other Business (10 minutes – if needed)**

**a. Reading Calendars – (Jen Bitting)**

- i. *October- April is when it will run. Encourage children to read at least 5 times a week for 15 minute each night. Sign the date and your child will earn prizes upon completion for things such as Pizza hut, Applebee's, Bruster's, Chili's and the Bookery*
- ii. *3<sup>rd</sup> and 5<sup>th</sup> grades have already started this and distribute calendars already that will be used for this contest.*
- iii. *Each student that completed each month will be invited to the End of the Year Award party in May*
- b. *Mrs. Green suggested that the playground requested more foam frisbees (hard frisbees are too dangerous and will be removed from the playground). She also*

*suggested the basketball nets be cut down and eventually replaced with metal nets to avoid easy weathering and balls getting stuck in the nets.*

**IX. Next Meeting –**

a. Tuesday October 9 @ 6:30 – Art Room

***b. Meeting Adjourned at 7:10pm***

c. Babysitting check will be issued to Amanda Moore's daughter. \$15