



Union Valley Elementary PTO

**Planning Meeting for Board Members and Committee Chairs
Summer Meeting Minutes
August 5, 2024 at 7:00 PM
Gloucester Township Library**

I. **Principal's Report:** *No Report for Summer Meeting*

II. **Board Updates:**

A. **2024-2025 Board Members**

President: Candace Hammell

Vice President: Heather Lontz

Treasurer: Bridget Pikovsky

Secretary: Evelyn DiMaulo

B. **Treasurer's Report:** in process of changing over roles

III. **Committee Reports:**

A. **Communications**

1. Communication Schedule for Monthly Newsletters has been set
2. Back-to-School flyers will be sent out with school's summer mailing packets
3. Website has been updated for 2024-2025 school year

B. **Student Recognition**

1. Format of Spotlight Lunches has changed per Ms. Elwell. It will no longer be a pizza party, but an ice cream/popsicle party that will take place at 2pm for all winners. Merle will establish monthly dates in coordination with Ms. Elwell.
2. It was discussed that individual serving cups would be best and that we should get prices on icecream through our school cafeteria's vendor.
3. We are working on a partnership with Texas Roadhouse to include a coupon for "One Free Ranger Meal" in the envelope of student prizes from the school.
4. It was suggested we also reach out to Chick-Fil-A for free meal coupons as another option.

C. **School Store**

1. School store dates for the year have been established by Michelle and Ms. Elwell and are on our UV PTO calendar.
2. Currently, we are fully stocked with supplies to sell.
3. We will continue to order and restock based on hot selling items

D. **Yearbook**

1. A Yearbook company needs to be chosen.
2. We currently use Yearbook Life but are looking to switch to Barksdale since they are the company who currently does our school pictures. This will ensure a simpler process for uploading school pictures. They will price match our current vendor.

E. Fundraising

1. Current Planned Fundraisers (dates to be determined):
 - a) Texas Roadhouse (Dine & Donate- 2 again this year), Rita's (Fall & Spring with Celebrity Scoopers), Applebee's (Breakfast with Santa set for Dec 12/7), Disney on Ice (waiting on date), Original works (coordinate with Ms. Wood), School Store (online shopping), Joe Corbis, Stock's Pound Cake (call in September for date- will have to sell a min of 7 cases (126) and a maximum of 11 cases (198)), Panzarotti (5th grade fundraiser)
2. Fundraiser Ideas to look into:
 - a) Texas Roadhouse Gift Cards (all sales are done online) and could be sold before and for use at a Dine & Donate.
 - b) Texas Roadhouse Rolls & Butter (sell for \$8 and we receive 50% of every dozen rolls sold)
 - c) Double Good Popcorn (need to download app to order)

F. Helping Hands

1. Mrs. Marchesani will be in communication for needs. She has backpacks for students in need to start the year.

G. Staff Appreciation

1. Welcome Back Teacher Lunch is September 5 at 11:30am (2-3 volunteers needed). We will be using Shoprite again to cater for 70 people (about 56 teachers).
2. Welcome Back Gift for teachers will likely be a Teachers Pay Teachers Gift Card for \$5 since they are always well received and appreciated.
3. It was suggested to also gift teachers our UV Keychains (previous membership drive gifts)

H. Holiday Shop

1. Our Holiday Shop is set for December 4th
2. A vendor needs to be chosen- Little Shoppers (last year) or Elf Shop (box of sample items sent). Elf Shop seems most favorable since the gifts appear to be of better quality and because they include elf aprons and offer 2 bonuses if order is complete by Sept 1. Bonuses include a backdrop which can be used for Santa pictures. Nicole will review all materials sent.
3. After Review- the Elf Shop was approved by Nicole.

I. Bingo Night

1. This committee was chaired by 5th grade last year so Jen (5th grade) will take it over this year.
2. Our First Bingo Night is 11/22.
3. We can no longer sell 50/50 tickets at Bingo Night without a gambling license.
4. A parent Bingo Night was suggested as a future event.

J. Membership

1. We have been looking into paid member gifts and are currently pricing out notepads which were well-liked and used in the past.

2. We voted to pay no more than \$5 on member gifts.

K. Council of Schools

1. The schedule has been received and Brian will attend.

L. 5th Grade-

1. Time ran short for a meeting. One will be held at a later date.

M. Spirit Wear

1. There was a request for bling Spirit Wear this year so Jackie will need to check into different companies since our current vendor does not provide this.
2. Jackie would like to sell handmade UV spirit wear bows with bling.
3. It was recommended we stay with our current spirit wear vendor for regular spirit wear due to convenient location and ease to work with on orders.
4. It was discussed that Jackie look into the CheddarUp App to sell older Spirit Wear at a discounted rate to help clear our inventory more quickly.
5. Discounted spirit wear will continue to be sold at Parent Events (Kindergarten Orientation and Back-to-School Night)
6. All Kindergartners will receive a free UV paw t-shirt.

N. Fun Run

1. Fun Run is set for Fri 10/11 (half day before Columbus Day weekend)
2. Registration begins 9/18 but may request to move to 9/17 (Back to School Night to allow parents to register then)
3. Boosterthon Kick Off is 10/2 and will run until race day (10/11)
4. Our goal is \$20,000. Last year we made \$16,000 (which was an increase from spring)
5. Students will continue to receive incentives throughout (extra recess time, movie, pajama day). If 65% of school registers, students receive a popsicle party
6. We discussed ways to motivate 5th graders (extra recess time) and ways to keep all teachers informed (a flyer to be distributed and possible information in faculty room)

O. Parent Child Events

1. Current Planned Events:
 - a) Muffins in the Morning (2 dates), Donuts with Dudes (2 dates). The idea of adding fruit and coffee was discussed. Fruit would be difficult due to inability to store and keep fresh. Coffee is a possibility if boxes of joe are used.
2. Possible Future Event
 - a) Someone Special Dance (possibility of being held in March. There would be 2 different nights and it would be split by grade K-2, 3-5. Students would be allowed 1 guest only)

IV. New Business

- Chalk the Walk will be 9/3- 6pm-8pm
 - Request for Kona Ice (may not profit as a fundraiser due to new changes to policies so may look into possibility of Mister Softee)

- Possibility to schedule Andy the Armadillo from Texas Roadhouse to pass out coupons and lollipops
- Volunteers Needed for Kindergarten Orientation Thursday 8/29 10:30am
- Volunteers needed for Back to School Night 9/17
- Background checks
 - New this Year: All PTO members wishing to volunteer within the school will need a background check.
 - We are in communication with the state now on what is needed and cost.
 - It was discussed whether we should reimburse volunteers for the cost. No vote was made until more information was received.
 - It was discussed that we need to provide information and guidance to all paying members of the PTO who may not volunteer until later in the year.
 - Moving forward, anyone who wishes to go into school on PTO business needs to notify Candace who will notify the front office.

V. Open Floor:

- Family Photo Event will be October 19. Kate has reached out to the photographer and is exploring the possibility of it being an outdoor event. A location and a rain date will be needed.
- It was discussed changing the price to \$30.
- Kate plans to again sponsor and would like prioritize partnering in sponsorship with fellow PTO members before offering the opportunity to last year's lender

Meeting ended 8:35 PM

**First General Meeting is October 8, 2024 in Union Valley Library
Meet & Greet Begins @ 6:30 PM
Meeting Begins @ 7:00 PM**