

Arbor Intermediate School PTO Meeting Minutes

Date Scheduled: Tuesday, November 13, 2018 6:30 PM – 7:30 PM

Location: 1717 Lester Place, Piscataway, NJ 08854

Meeting Minutes and Attendance Recorder: Recording Secretary

How to contact the PTO: Arborintermediatepto18@yahoo.com or call 732-752-8652 ext 8

PTO Board Attendees*

1	Co-President, Kim Medina	<input checked="" type="checkbox"/>	2	Co-President, Janice Giles	<input checked="" type="checkbox"/>
3	Co-Treasurer, Courtney Gaitan	<input checked="" type="checkbox"/>	4	Co-Treasurer, Desheca Copeland	<input checked="" type="checkbox"/>
5	Corresponding Secretary, Tricia Weber	<input checked="" type="checkbox"/>	6	Recording Secretary, Jennifer Longton	<input checked="" type="checkbox"/>

Meeting Topics	Owner	Notes
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<p>Call to Order and roll call</p> <ul style="list-style-type: none"> Welcome guests and new members Treasurer's Report & Budget 	<p>Kim Medina</p>	<p>6:30 Call to order</p>
<p>Review past fundraisers:</p> <ul style="list-style-type: none"> Halloween Trunk or Treat/ Dance, 10/26 Yankee Candle- 10/15-11/5 Texas Roadhouse – 11/7 The Escape Room – 11/6-11/11 Boxtops <p>Review upcoming events:</p> <ul style="list-style-type: none"> Yearbook Funding Field Trips 	<p>Kim Medina & Janice Giles</p>	<p>See PTO Treasurer Report for proceeds from prepaid dance tickets, at the door sales and snack sales from Halloween Dance. A parent suggestion for next year's Trunk or Treat was to have PTO contribute towards candy distribution.</p> <p>Orders were submitted on 10/7/2018 for Yankee Candle; (6) late orders submitted on 11/13/2018 (subject to shipping and late fees). Online orders totaled \$3653.00; online orders can continue to be submitted by parents until 1/9/2019 and shipped directly to customer. Arbor PTO receives 40% of the proceeds after shipping costs and late fees.</p> <p>\$52.00; some families attempted to use a picture of the flyer for the donation and this was not accepted. The actual flyer needed to be presented to receive the donation. Additional participant feedback regarding the flyer not being stapled to the guest check in front of the guest to ensure credit for donations would be documented.</p> <p>\$50.00; participation was much lower than anticipated, could be attributed to confusion in the booking process</p> <p>\$250 collected for October</p> <p>Yearbook fees are anticipated to be \$2500.00, due by 4/6/2019. Sale proceeds of Smencils and pretzel rods during lunch time will be used towards yearbook fees. Ms. Lepski will coordinate.</p> <p>Lollipops sold during PARCC test week was another revenue idea.</p> <p>4th grade field trip to Sandy Hook (276 students) anticipated cost is \$2475.00; bus transportation could be an additional</p>

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	<ul style="list-style-type: none"> • Student Planners • Spiritwear – Chompy alligator logo 		<p>\$3300 - \$5800, depending on in-district vs. out of district busses.</p> <p>5th grade field trip destination has not been decided yet.</p> <p>Harlem Wizards game is not part of 2018-2019 fundraiser plan due to planning/volunteer capacity for Arbor Carnival in May. Carnival expenses are covered by school activity funding, not PTO.</p> <p>Bowling Night suggestion – base rate is \$10 per person for 2 games + shoe rental. Any amount over the base rate goes to PTO, i.e., \$15 per person (\$10 to the business, \$5 to PTO)</p> <p>After April 15, 2019 there will be IHOP for breakfast fundraiser, teachers will be the waiting/serving staff.</p> <p>Somerset Patriots baseball night; logistics need to be confirmed and scheduled.</p> <p>Additional Dine to Donate options discussed: Red Robin, Panera Bread, 5 Guys and Chipotle; PTO will contact managers for details & possible dates</p> <p>AmazonSmile is nearly ready to be able to select Arbor PTO as your donation charity! Details to be announced.</p> <p>Winter fundraiser kick-off may be announced before winter break, additional details to be announced.</p> <p>\$1700 is anticipated cost of student planners based on prior year's expenses. Review necessity/ value of planners for next school year as all students are expected to receive an iPad. PTO can review and look for alternative/less expensive option if available.</p> <p>Volunteer is needed to coordinate orders and logistics. Color combinations are green & blue or black & gold.</p>
	All other business	All members	<p>Facebook page needs to be updated with new link. Volunteer(s) needed for this project.</p>
	Adjournment	Co-President	7:47 pm

*See sign in sheet in Arbor PTO binder for all other attendees.

Next PTO Meeting date: Wednesday, December 12, 2018

Respectfully submitted by Recording Secretary