

HOLY NAME OF JESUS  
PTO MEETING  
Tuesday, October 4, 2011  
7:00 p.m.

**ATTENDANCE:** Sister Rita, Principal, Tara Benkovic, PTO President, Trac, Co-Vice President, Susan Mula, Co-Vice President, Venus Grella, Treasurer, Melissa Zeplin, Secretary, Christine Zeglen, Teacher Sponsor, Paula Shermeyer, Teacher Sponsor, Jennifer Kelemen, Jen Roush, Diane McCloskey, Molly Starsinic, Jen Sgagias, Terry Lowinski, Jeff Hopp

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**I. Welcome/Introductions**

Introductions were made by everyone in attendance to meet new members.

**II. Literacy Night Recap**

Paula Shermeyer reported that she is just now beginning to get feedback from attendees about how the night went. Sister Rita reported she thought the night went great and that the prizes chosen were very practical and went along with Literacy Night. Thank you to PTO members Jen Sgagias, Jess Kiely & Tara Benkovic for supplying the refreshments. More to come on the recap of Literacy Night.

**III. Fall Festival – Friday, October 14, 2011 from 6:00 – 9:00 p.m. in the Gym**

- A. Kitchen – Trac has the kitchen under control. Please see the volunteer site <http://www.volunteerspot.com/login/entry/39234563343521601> to use for signing up to help with the volunteer spots. We are seeking volunteers to provide nachos, nacho cheese, soups, and other food items. 200 hot dogs and rolls have been donated Venus – Trac and Terry will need some small bills and change for the cash box. The students can earn coupons to use at the Fall Festival for doing good in class.
  
- B. Cotton Candy/Popcorn machine – Cotton candy and popcorn machines are rented and reserved for the Festival. All of the products are purchased and ready. Please sign up on the volunteer spot. There will be a parent helping at this station.

- C. Hot chocolate – Christine Zeglen reported that the 8<sup>th</sup> graders will be supplying the hot chocolate and have also signed up in ½ hour increments to volunteer with this station.
- D. Baked Goods – Terry Lowinski is handling the table for baked goods. We are still in need of volunteers to man the table and also in need of families to make/buy/donate baked goods for the sale. Terry will need the homeroom mom lists to contact them to get word out for donations. Possibly sending a note/email home with students for parent volunteers to donate items. There will be 2 separate tables, 1 with peanut items and 1 peanut free table. Parents may drop off their baked goods in the a.m. prior to school starting to Paula Shermeyer, 1<sup>st</sup> grade class. During school hours baked goods may be dropped off at the school office.
- E. Face Painting – Miss Mahoney is in charge of this table. Supplies have been bought by PTO.
- F. Pictures to Color – Venus Grella has this station taken care of. Supplies are purchased and ready to go.
- G. Family Pictures – Jill D’Amico and family will be handling this station.
- H. Raffle Table – Diane McCloskey and Jen Roush have approx. 20 raffle prizes ready to go. Each are worth approx. \$5-20/each and are focused on the kids. Jeff Hopp is donating water bottles as prizes also.
- A Kindle, GPS and \$50 gift card for smart money has been donated for an adult raffle. Adult raffle tickets will be \$2 for 1 ticket or \$5 for 3 tickets. We need volunteers to walk around selling the adult raffle tickets. An email will need to be sent to Vicki to send a flyer home with the students letting them know about the adult raffle.
- I. Scarecrow Contest – Christine Zeglen has this under control. Notes went out to the teachers regarding the contest. Scarecrows will be set up Friday in the connector. The profit from the contest will be divided between student council and new technology items for the school. The class who receives the highest monetary donation will receive a prize (to be announced later).
- J. Game Truck – Grades 4 – 8 – There will be a blocked off parking spot for the game truck. Forms went out to the teachers for students to sign up for time slots. Wristbands will be sent in for the students with their allotted time slot. Mention was made about last year – it was a nice night out and the side of the truck was opened up. Kids were watching their

friends from outside the truck which caused a safety issue. Barriers will be set up this time to protect the students. There will also be a list supplied with the student's name and time slot should any student lose/forget their wristband. Extra time at the end of the night is blocked off for students who did not sign up or forgot their time slot.

- K. Balloon Animals – Paula cannot get ahold of the balloon maker. If anyone is at Friendly's on a Thursday between 6:00 and 8:00 p.m. please inquire about coming to the Fall Festival. This was looked into. It is too expensive for our budget.
- L. Decorate your own Cupcake Table – This will be a table for the younger Kids. They will be decorating their own cupcake. Volunteers will be baking the cupcakes and leaving them plain for the children to decorate with icing and toppings. Venus will be supplying the popsicle sticks, Tara will be supplying the sprinkles, Susan will be supplying the icing and Melissa will be supplying the soufflé cups and tarp for the mess under the table.
- M. \$mart Money/PTO Table – Molly Starsinic will have a table set up for this at the Festival. We will be collecting Giant Bonus Card numbers also.
- N. Cub Scouts – The cub scouts will have a table set up for signing up and also will have a game.
- O. Girl Scouts – Tara is not sure whether there will be a table set. She will check on that.

**Fall Festival – Tara will send another email out to remind parents to sign up to volunteer. Tara will also email a volunteer list to Paula to hand to the teachers. Tara will purchase an orange table cloth roll (Party City) to place on all the tables where the crowd will eat.**

#### **IV. Kids' Stuff Books**

Jill is keeping track of getting the orders when they come in from the students. They are trickling in.

#### **V. \$mart Money**

Tara prepared great poster boards with a colored picture of each gift card, their value of purchase and the percentage the company gives to the school. There is also a "pre-payment" board. These gift cards are not kept in "stock" at all times and

will need to pre-paid to order them. You can pre-pay one week and pick them up the next.

## **VI. Ideas**

- A. The Kids on the Block – For Grades 2 and 3 – The Arc of Dauphin and Lebanon Counties provides a traveling puppet show who teaches 2<sup>nd</sup> and 3<sup>rd</sup> grade children about kids with disabilities.
- B. Security Cameras for entrances and 3 corridors – Sister Rita said this will be part of Phase 3 of the building of the new church. There are cameras in the church and social hall and more cameras will be looked into. Trac may be able to obtain a U.S. Marshal to perform an evaluation on the cameras and their effectiveness.

## **VII. Calendar**

- A. October 7 – Sandella's will be providing boxed lunches for the teachers prior to the starting of the parent/teacher conferences, around early dismissal time.
- B. November
  - 1. Sandellas restaurant night – date to be announced later
  - 2. Book Drive – this will be for new books for the library. Venus and Paula have volunteered to coordinate this.
- C. December
  - 1. 8<sup>th</sup> – PTO will provide breakfast for the teachers' in-service day.
  - 2. Santa's workshop – We touched base on this, however, will elaborate more in the upcoming month.

## **VIII. Coordinators**

- A. Box Tops – Trac will handle
- B. Labels for Education – Melissa will handle
- C. Coke Rewards – Melissa will handle – Tara signed HNJ up to receive rewards

- D. Tyson Rewards – Jen S. will handle. We receive .25 cents per label
- E. Press Person – Paula will work on coming up with a form for this. Possibly having slips in the office for teachers to pick up. This person will be responsible for handling getting valuable information what HNJ students do in class to the newspaper. Discussion was had to come up with some sort of form for the teachers to use to fill out. (Tara, not sure who is handling this if anyone specifically volunteered)

## **IX. Miscellaneous**

- A. Karns coordinators – Diane has contacted Route 22 Karns and the week that was chosen is December 12 – December 18. Voucher forms will be worked up to be handed out to the students. This will be done by the November and December Newsletter. Discuss was made to ask Father to include the form in the weekly church bulletin and to have a table after all the masses with forms. The vouchers will be used during that week to purchase your grocery items with a 5% donation of your total receipt to the school from Karns. Check to see if David Smith will print the voucher forms.
- B. Speaker – Paula mentioned PTO sponsoring Megan Wright who is a local author to come speak to the students. Paula is working on putting together a reading program and this would be a great way to get started. The 8<sup>th</sup> grade said they would really enjoy having an author come speak to them. Possibility of prizes (to come up with later) to keep the students interested in reading.
- C. The Gala is to be held on March 24' 2012 at Blue Ridge Country Club.

If you have not done so, kindly check out the volunteer web site for signing up.  
<http://www.volunteerspot.com/login/entry/39234563343521601>

The meeting adjourned at 8:00 p.m.