



# Meeting Minutes

## William Penn PTO

Date: November 14, 2019

Location: WM Penn library

Meeting Called To Order By: Erika Schuster Time: 7:00pm

Attendance: Number of attendees 9

Minutes: N/A



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### Officers' Reports



**President:** Erika Schuster-Erika thanked her team for hitting the ground running this year. We are in need of a co-secretary for this school year.

**Vice President:** Kristy Tongchinsub, Roilyn Worst-McGregor- Kristy shared that the candle sale went well. She was able to secure Penguin Patch for the holiday shop. It was difficult to find a company who would do only one shopping day. All items will be below \$5. Kristy will update Box Top totals once our physical tops have been accepted. Five Below fundraiser will be the week after the Santa Shop/Cookies with Santa. Flyers will be distributed that evening. For this fundraiser, you MUST have the flyer for us to receive credit. Roilyn shared that Red Robin is confirmed for Sprit Night 11/20. Panera is confirmed for 2/13.

**Secretary:** Marianne updated that the Career Exploration Fair is in progress. Her committee has begun the legwork for the day, which will include an assembly and evening event.

**Treasurer:** Wendy Gaefke Treasurer's report read and accepted (or amended). Report attached. Wendy explained some differentials in the budget as she is working to include donations. Fourth grade activities also raises their own funds.



**Principal/Teacher:** Brian Lenosky, Christine Williams- Halloween party went smoothly. Staff is looking forward to the Reading Carnival. There was discussion of using small gift cards as prizes. Request for donations will be forthcoming. Brian will reach out to the high school wood shop teacher to see if students would be interested in building some games that could be used yearly. Students will have a STEAM morning on 12/19/19. That afternoon Santa will arrive to distribute books to the students. The PTO will provide a gift card to Santa as a thanks for his time.

## **Committee Reports**

**Staff Appreciation Committee:** Roilyn shared that the committee is looking into providing a breakfast for teachers on 12/9. Brian will update to let us know if the staff will be housed at Penn that morning.

## **Old Business**

Erika made a motion to open the position of co-secretary. Kristy seconded. Motion approved.

## **New Business**

Roilyn is in touch with local Girl Scouts to try to offer child care during PTO meetings. Kristy is looking into a few new fundraisers. She is considering an art one, fun run, and penny wars.

Erika made a motion to make Wendy Gaefke authorized, on behalf of the William Penn Elementary Board, to acquire verification of the necessary EIN. Roilyn seconded. Motion approved.

## **Announcements**

Next meeting is 1/23/20 at 7:00pm William Penn Library  
Red Robin Spirit Night 11/20/19  
Calendar party deposit (\$100) due 11/18/19  
Chuck E Cheese Spirit 1/21/20 3:00-9:00

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**Meeting Adjourned At:** 8:15

**Minutes Compiled By:** Roilyn McGregor, Vice President