

Williams Township Elementary School PTA
General Membership Meeting Minutes
November 14, 2023

- Call to Order 6:33
- Pledge of Allegiance
- Principal's Report- Kevin Steidle
 - Review: Oct 13th was the Fire Prevention Demo, Williams Township Fire Company did a great event. The 1st grade hat parade took place that same day, and was also a success. Thanks to the PTA, especially Mrs. Mazzie, for her work in getting enrichment programs back up and running. The Trunk or Treat was also fantastic this year. On November 2nd, 149 students received a TED (There Every Day) award for perfect attendance in the month of October. Students receive a sticker to add to their chromebook for this accomplishment. On November 10, the students viewed a Veterans Day video and on the 11th students sang and took banners to the township's Veterans Day ceremony. Thank you to Mrs. Parry for her work in organizing the Veterans Day events.
 - Looking ahead: On November 20th and 21st the students will be dismissed at 11:50 for parent teacher conferences. On November 22nd, students will be dismissed at 1:10. There is no school on Monday, November 27th. The first week after Thanksgiving Break will be a spirit week featuring Favorite Color Day (Tuesday), Vacation Day (Wednesday), Rockstar Day (Thursday), Warrior Day (Friday). Friday December 1st will also be a literacy day with "Big Warriors Sharing Literature with Little Warriors"- high school students will be coming to read to the students.
- Treasurer's Report- Jessica Mazzie
 - See attached report for detailed information. Note that savings accounts have been created for the playground and media equipment. There was a \$200 deposit from Weis Markets- shoppers can opt to have their grocery rewards given as a dollar amount to the school. Looking into getting more information about how that program works to let people know how they can participate.
- Secretary's Report- Rachel Stear
 - Moved to dispense with the reading of minutes from the 10/10/23 meeting, as they have been distributed via email and a hard copy is available for review at the meeting. Tiffany Stevens made a motion, seconded by Jessica Mazzie, so the meeting continued with no reading of prior minutes. All members present voted in favor of approving the minutes as written.
- Vice President's Report- Melissa Gutekunst (nothing to report)
- President's Report- Tiffany Stevens
 - Attendance for the Olde Stone Farm Outing was 63. The farm was very happy with the turnout and would love to partner with us again next year.
 - Trunk or Treat was a great success- Thank you to Jessica Mazzie and Paige Borger for all their work!
 - Shopping Night at Belleville Market in Easton is Thursday, 11/16

- Committee Chair/Co-Chair Reports
 - Book Fair- Tiffany Stevens: We ended up earning about \$2900 in “Scholastic Bucks” from the fall fair. We have already been able to use that to purchase new chair covers for the kindergarten classrooms, and are looking to purchase a classroom rug as well. The co-chair for this committee is open if anyone is interested.
 - Enrichments- Jessica Mazzie: We are 4 weeks in to the fall program, with 2 weeks to go after the break. There are 23 students signed up for Yoga, which has been taken over by Jennifer Cassetty, as the original teacher has moved. Mad Science is going well. We are looking at probably a March timeframe for the spring programs where Mad Science will be offered to the 1st and 2nd grades, and a physical fitness program will be offered for 3rd and 4th.
 - Family Night Out- Melissa Gutekunst/Rachel Stear: It was suggested that we look into Villa Roller Rink in Washington, NJ. They require a minimum number of attendees and we would have to make up the difference if we came in under that. The minimum they are willing to bring in is \$360 which is higher than we feel comfortable agreeing too. There also has been no response from ice rinks. If people are interested in a skating outing, Bushkill is the best option. We will consider this for the spring.
 - Fun Run- Tiffany Stevens: An email will be sent out the week of the 20th to all who expressed interest in being on this committee
 - Holiday Bazaar- Tiffany Stevens: We are busy shopping at the moment. Need to work on the daily schedules so that we can coordinate volunteers
 - Membership- Tiffany Stevens: We have 49 members currently. Brainstorming ways to increase this number through incentives, drives
 - Playground- Megan Benevides (given by Jessica Mazzie): Currently working on blacktop improvements, with quotes coming in at \$1k or less to create a racetrack and some interactive, inclusive spaces on the blacktop area. Moving forward toward larger playground improvements, we will need to start dedicated fundraising for the initial phase of this large project as well as apply for grants. The ultimate goal will be to have an updated playground which is inclusive for all students. If anyone has any fundraising ideas, please reach out to Megan
 - Room Parent/Volunteer Coordinator- Tiffany Stevens: All classes have a room parent now! Volunteering for lunch duty has been down- comments were made that the site could not be accessed to sign up or see which days were open (see below: Ongoing Business, Website Issues)
 - School Dance- Paige Borger: She and Mr. Steidle have met to discuss options, currently waiting to hear back from places with quotes
 - Spirit Wear- Megan Benevides (given by Tiffany Stevens): The Spiritwear store is currently offering 20% off with free shipping over \$75. Josh Pezzanite asked if we have options for spirit wear with a quicker turn around time. Laura Vollers and others present agreed that this is something we need to consider moving forward. Ideally, we would have a local supplier who can fill orders quickly on a

few staple items, the online spirit wear store could remain open to offer more variety

- Staff Appreciation- Rachel Stear/Tiffany Stevens: The board will be providing breakfast for the staff on Monday, November 20th. Room parents have distributed a sign up genius form for parents to sign up to contribute to grab and go snacks and an apple bar which will be set up Tuesday and Wednesday. A few parents in attendance said they have not received the email to sign up, so a reminder will be sent to room parents, asking them to make sure it goes out ASAP. There are an estimated 45 staff members
- Ways & Means- Tiffany Stevens: See below under New Business, Gertrude Hawk
- Winter Carnival- Sarah Poynton (Given by Tiffany Stevens): Will be using items from last year since the event was canceled. Laura Vollers said they have also purchased balloon arches to add to the decor that day
- Yearbook- Sarah Poynton (Given by Tiffany Stevens): The cover contest has been completed and turned out fantastic. Tiffany asked if everyone was in favor of the PTA purchasing the yearbook for the winner of the contest, there was no opposition. Sarah has requested that if anyone has pictures from Trunk or Treat to please send them to wtesyearbook@gmail.com
- Ongoing Business
 - Holiday Gift- Each student and teacher will receive a “Williams Township Elementary” shirt featuring the school logo. The deadline to return forms with size information is November 22nd. $\frac{2}{3}$ have been returned already. Two shirt designs were presented to those in attendance, the majority voted for the blue shirt option.
 - Website Issues- We are aware that the website is down and are actively working to get it fixed and also exploring other alternatives. The web host is not responding, Mr. Steidle said to reach out to Garry Musselman. Stacy Seltzer said that she uses GoDaddy and has been happy with them, wix is also reliable. Ideally, we would get the original website back up and running as it was tailored to suit our needs. In the meantime, volunteers should use the following link to access sign ups: www.williams.ch2v.com
 - Vice President Vacancy- we are still looking to fill the role of 2nd Vice President. The responsibilities of this position are to assist the President and to assume the President’s duties in the event of her absence.
- New Business
 - LINC Guest Speaker- Trina Johnson-Brady: Trina thanked WTES for their donations to the Thanksgiving food drive. She distributed a flier showing ways to get involved with the Communities that Care Coalition. Fliers were also available for their upcoming photos with Santa event, which is on December 9th from 9:30am-12pm at the Wilson Area High School cafeteria. The coalition aims to come alongside families to create healthy and positive community experiences. Based on feedback from those who attended their recent community mixer, they hope to start a group that can meet during the evenings to build connections and

a strong sense of community. For more information or to get involved, go to LINCS@wilsonareasd.org or call 484-373-6200

- Gertrude Hawk- Candy Bar Tables/Community Events: The firehouse and athletic association have both asked if we would set up a table at their holiday events on November 25th and December 2nd. There will already be groups doing bake sales at both events so Tiffany proposed that we purchase candy bars from Gertrude Hawk to be sold at these and/or future events, and we will also set up our spirit wear inventory for these events. A motion was made by Melissa Gutekunst to purchase the candy bars, seconded by Jessica Mazzie.
- Teacher Amazon Wish Lists- Room parents are working with teachers to create wish lists which can be shared with parents around the holidays
- Donation for Computer Science Night- We received a request to donate \$130 to this event which will be hosted by the Intermediate School on Wednesday December 6th from 6-8pm. Our donation would be used to purchase prizes that would be raffled to students from WTES in attendance. The amount requested is greater than the amount budgeted for this line item, so a motion was made by Josh Pezzanite to increase the budget in order to make the requested donation. His motion was seconded by Andrea Davis
- School Merch on Website- As we add to our inventory of spirit wear items, they will be listed on the website for purchase.

Meeting Adjourned at 7:25

Respectfully Submitted,

Rachel Stear

Attendance

Member (Y/N)

Tiffany Stevens	Y
Jessica Mazzie	Y
Melissa Gutekunst	Y
Rachel Stear	Y
Andrea Davis	Y
Paige Borger	Y
Kevin Steidle	Y
Josh Pezzanite	Y
Rachel Efthemes	Y
Kaitlin Marks	Y
Michele Piccinich	Y
Stacy Seltzer	Y
Laura Vollers	N

Total 13 in attendance, 12 members

Williams Township Elementary School PTA FY 2023
Treasurer's Report
 10/01/2023 - 11/15/2023

	Income	Expenses	Year to Date	Net Budget	More/Less
Membership					
Membership Dues	\$117.48	-	\$459.20	\$300.00	\$259.20
National & State PTA Dues	-	\$105.00	\$105.00	\$400.00	\$395.00
Membership Fund	-	-	\$1,286.25	\$1,000.00	\$286.25
Kindergarten Orientation	-	-	\$1,025.70	\$1,000.00	\$25.70
Volunteer Appreciation	-	-	\$150.00	-	\$150.00
Membership Totals	\$117.48	-\$105.00	\$1,352.85	\$2,300.00	\$552.85
Fundraising					
Art Show	-	-	-	-	-
Base Sale	\$781.71	-	\$285.58	\$150.00	\$141.58
Fall Festival	-	-	-	\$200.00	\$200.00
Family Night Out	\$117.62	-	\$117.62	\$1,300.00	\$1,182.38
Fun Run	-	-	-	\$15,000.00	\$15,000.00
Gertrude Hoak	-	-	-	\$800.00	\$800.00
Spinn War	\$108.54	-	\$484.13	\$500.00	\$984.13
Funny News	-	-	-	\$1,000.00	\$1,000.00
Sweetheart Dance	-	-	-	\$500.00	\$500.00
Wes	\$200.00	-	\$200.00	\$100.00	\$100.00
Fundraising Totals	\$781.71	-	\$1,322.67	\$16,400.00	\$14,557.88
Learning					
Assemblies	-	-	-	\$200.00	\$200.00
Field Trip	-	\$705.00	\$705.00	\$4,000.00	\$3,295.00
Enrichment	\$1,266.07	\$197.13	\$1,068.94	\$5,000.00	\$6,548.94
Ag Lab	-	-	-	\$1,500.00	\$1,500.00
Enrichment	-	-	-	\$200.00	\$200.00
Science Fair	-	-	-	\$800.00	\$800.00
Butterfly Garden	-	-	-	\$100.00	\$100.00
Learning Totals	\$1,266.07	-\$705.13	\$560.94	\$13,000.00	\$14,325.84
Students/Family/Community Support					
Book Fair	\$3,611.52	-	\$3,611.52	\$2,500.00	\$911.52
Halloween	\$54.41	\$914.00	\$259.57	\$400.00	\$140.43
Spill Day	-	-	-	\$800.00	\$800.00
Yearbook	-	-	-	\$300.00	\$300.00
Yarn Show	-	-	-	\$400.00	\$400.00
Winter Carnival	-	-	-	\$200.00	\$200.00
All Grade Farewell	-	-	-	\$1,000.00	\$1,000.00
Programme - Savings	-	\$1,000.00	\$1,000.00	\$1,000.00	-
Books/Equipment/Savings	-	\$200.00	\$200.00	\$200.00	-

Students/Family/Community Support					
Scholarship	-	-	-	\$1,000.00	\$1,000.00
Community Outreach	-	-	-	\$100.00	\$100.00
Student Holders/Planners	-	-	-	\$1,500.00	\$1,500.00
Ice Cream Social	-	-	\$207.00	\$200.00	\$7.00
Back to School Night	-	-	\$64.55	\$100.00	\$35.45
Donuts with Grow-ups	-	-	-	\$500.00	\$500.00
First Day of School	-	\$114.68	\$114.68	\$100.00	\$14.68
PTA Meeting	-	\$50.00	\$50.00	\$300.00	\$250.00
Jack and Jill Picnic	\$1,340.35	-	\$1,340.35	\$1,200.00	\$140.35
Students/Family/Community Support Totals	\$3,611.52	-\$1,178.68	\$2,432.84	\$4,500.00	\$1,962.84
School/Teacher/Staff Support					
Teacher Appreciation	-	\$238.45	\$238.45	\$1,000.00	\$761.55
Teacher Fund	-	-	\$125.99	\$1,500.00	\$1,374.01
Retention	-	-	-	\$500.00	\$500.00
Holiday Bazaar	-	-	-	-	-
School/Teacher/Staff Support Totals	-	-\$238.45	\$364.44	\$3,000.00	\$2,765.44
PTA Admin					
Insurance	-	-	\$455.00	\$450.00	\$5.00
Money/Alender Subscription	-	-	\$247.13	\$250.00	\$2.87
Office Supplies	\$22.37	\$120.73	\$424.14	\$50.00	\$374.14
Bank Fees	-	-	-	\$200.00	\$200.00
Interest	\$1.16	-	\$4.80	\$15.00	\$10.20
Travel	-	-	\$54.89	\$60.00	\$5.11
Cash Box	-	\$100.00	\$100.00	\$100.00	-
PTA Admin Totals	\$24.53	-\$220.73	\$1,256.56	\$1,060.00	\$196.56
2022-2023 Budget					
Income	\$1,124.11	-	\$1,124.11	-	\$1,124.11
2022-2023 Budget Totals	\$1,124.11	-	\$1,124.11	-	\$1,124.11
Grand Totals	\$8,073.34	-\$3,218.83	\$4,854.51	\$8,400.00	\$18,973.21
Bank Account Balances					
10/01/2023	\$25,823.28	\$38,379.09	08/31/2023	Starting Total	\$21,823.28
Totals	\$25,823.28	\$38,379.09		Income	\$8,073.34
				Expenses	-\$3,218.83
				Ending Total	\$38,379.09

Submitted by: _____
 Name: _____ Signature: _____ Date: _____