

Meeting Minutes  
Nazareth Area Intermediate School  
October 5, 2022

Meeting called to order: 7:00 pm

Meeting Adjourned: 7:54 pm

**Board Members:** Lori Kolb, President; Annette Nielson, Vice President; Melissa Smith (absent), Secretary; Tracie Burton, Treasurer, Elise Kopp, Fundraising

**NAIS Representatives:** Dr. Yanek (Principal) absent and Mrs. Delbene, Teacher Representative

**Attendees:** 9

**Welcome:**

- Meeting called to order- 1<sup>st</sup> motion by Tracey Reiley and 2<sup>nd</sup> motion by Loni Stephenson
- Pledge of Allegiance

**Principal's report:** Red Ribbon Week is coming up at the end of the month. The parade is on Oct 26th at 10am. They're combining the Student Life activity the same day as the parade in the afternoon and doing a STEM challenge. They may need volunteers for that day. The 5th grade field trip will be at Blue Mountain and spread over 4 days: May 15, May 17, May 18 and May 22 and the rain dates are May 23 and 24.

**Teacher's Report:** Thanks for a great bookfair. The teachers are excited to purchase books from their wish lists using Scholastic \$. Mrs. Stocker is looking for empty water bottles with lids and empty egg cartons for the STEM activity on Oct 26. They can be dropped off outside the nurse's office. Clubs have started and are going well. Mrs. DelBene asked about posting teachers' Amazon Wish Lists. The idea was thrown out to put together a Google Doc to send out to all families with a link to each teacher's Amazon Wishlist.

**President's report:** Thanked Dr. Yanek, teachers, and volunteers for their support with everything going on in Sept. We had our first carnival planning meeting and we're looking for 10 people to assist carnival chairs. Signups will be going out soon. The carnival date was set for May 24. We are looking for donations from businesses and will start making our asks earlier this year and encouraged everyone to be thinking about business owners they know. Readout on calendar of events now through Dec. The next bookfair will take place during conferences.

**Treasurer's report:** Reviewed the annual performance to budget report. The Spirit Walk netted \$10,809 after we paid for DJ, snack vouchers, and Five Below gift cards. The Fundraising Chair had not been added as a position that can sign checks in the by-laws, so we'd like to make that amendment to the by-laws and add the Fundraising Chair as an authorized check signer. Opened that up for discussion and there were no comments. We will vote on that next meeting. The PTO Fund Submission form has changed, and a second counter signature line had

been added. All funds submitted to Treasurer need to be counted by two people, ideally PTO members or school staff. Tracie will email the updated form to Sue to add to the website.

**Fundraising Report:** The Odis Spunkmeyer fundraiser is wrapping up this Friday and it's going very well. We'll need volunteers when the delivery arrives. That date hasn't been set yet and won't be set until all orders are in to determine the size of the delivery. Elise is hoping to set that date for a Friday. It was suggested to schedule the pickup date for a 1/2 day during conferences since parents will already be in the building and the cafeteria won't be in use. The prizes will be delivered with the order.

Boo Grams - every child will receive a boo gram. The forms just went home today. Elise will need some volunteers to help assemble boo grams.

Holiday Store - the store will be set up for one week and students will have the opportunity to shop by class, similar to book fair. Dr. Yanek said the shop can be set up in room 220 so it can be locked each day. He said the week of Dec 5th would work best.

### **Committee Reports:**

Barnes & Noble Night - update given by Lori Kolb. Volunteers are lined up. The Reading Pylon club will be involved. Posters are up in the school. There will be a drink naming contest again.

Nazzy Store - Christa Fritz - New things have been added. Students can now bring two friends to lunch with Principal and Assistant Principal. The students can buy Scholastic Bucks with their Nazzy coins. The snack voucher cost was reduced. We still need a 5th grade co-chair for Nazzy Store.

Hospitality - Mrs. DelBene will send out a Google doc to determine food allergies among the teachers.

Giving Tree - donations will be turned in the first week of Dec.

Membership - 70 members

Teacher Appreciation - Christa Fritz - this month we'll be recognizing the cafeteria staff, janitorial staff and office staff. Christa is doing something small each month to recognize teachers. This month is a Guess the # of M&M's activity where the closest guess will receive a gift card. In November, each teacher will be given the opportunity to write what they love about teaching for a chance to win a gift card. Will be looking for permission to post their statements on social media.

Book Fair - Tracey Reilly - \$10,815.07 in sales during Sept. book fair. There were \$3,400 in Scholastic \$ given and \$1,000 back to PTO to cover taxes, since we don't pass tax along to the students. Each teacher was given \$100 Scholastic \$ to shop for their classrooms. The library was given Scholastic \$. They spent over \$700 this summer and over \$500 in September for new books for the library.

Adjournment: The meeting concluded at 7:54 pm

- First motion: Christa Fritz

- 2nd motion: Loni Stephenson

Our next meeting will be 11/2.