

**Stanley Switlik Elementary School**  
**PTO Meeting**  
**November 3, 2021**

Leandra called to order at 5:57 p.m.

**Halloween Recap** from Sally:

Revenue \$10,370

Expenses \$2,050.39

Net Income \$8,469.61

Current Balance: \$14,059.73

Continuing to finalize a few outstanding deposits and invoices.

Discussed feedback for next year's event:

\*Need to rent something to blow up balloons.

\*Spread the games out a bit more across the campus. This year they were all set up outside the cafeteria and the lines backed up into each other and into the bushes.

\*Hand out a list of games or a map to attendees when they enter. Many people missed the bounce houses this year. Need additional signage to advertise bounce houses in back.

\*Silent Auction- need to advertise/post that you must be present to win and payment must be made that day. Please do not bid if you do not plan to pay. Also need to reevaluate how bidding is handled. Several names/numbers were not legible or no phone numbers were left. It was suggested to set up chromebooks and use google forms for each item.

\*Publix in Marathon requires a 60 day notice for donations. Sally is working on setting up an account with Publix to make this easier.

The Board would like to send 'Thank You' cards to sponsors/donors. Ms. Adams has cards/letterhead that can be used. Board will split up the names to send out.

**Santa's Workshop - December 11th, 2021**

This is a joint fundraiser with the Student Council. They coordinate the pancake breakfast and earn proceeds from that. PTO earns money from ticket sales. Ms. Paul confirmed Ms. Lall is on board.

Lara confirmed Mrs. Claus' availability. Ms. Adams is going to confirm Santa's availability. If they do not have their own attire, the Board is going to discuss purchasing the necessary outfit. Santa will need to be present from 10a-11a.

A Committee meeting will need to be scheduled asap but it was the decision of the majority to start planning via email/text and then schedule a meeting in two weeks.

A date needs to be scheduled for volunteers to organize the PTO closet. There were a lot of leftover decorations from the Halloween Carnival that can be used next year.

Meeting adjourned 6:32 p.m.