

Towamensing PTO Meeting Minutes  
February 11, 2026

President- Heather Meixell - in attendance

Vice President- Breanne Herd- in attendance

Treasurer-Lynn Passerini - in attendance

Secretary- Heather Pisulak - in attendance

Compliance Officer- Holly Sutterfield- in attendance

The February 11, 2026 in person meeting of the Towamensing PTO was called to order at 7:03pm by president, Heather Meixell. Welcome and pledge of allegiance lead by Heather Meixell. Twenty-five members were in attendance.

Minutes from January 14, 2026 meeting were sent by email. Heather Meixell made a motion to accept the minutes. First: Jessica Beaumont. Second: Mellissa Fronheiser. Motion passed unanimously.

The December and January Treasurer's report was sent by email. A motion to accept the treasurer's report was made by Heather Meixell. First: Mellissa Fronheiser. Second: Stacy Pelczynski. Motion passed unanimously.

**New Business**

A motion was made to move April's PTO meeting from the 8<sup>th</sup> to the 15<sup>th</sup> due to Chorus signing at the IronPigs game that night. This will be a voting meeting for board members. First: Stacy Pelczynski. Second: Pinar Angun. No one opposed. Motion passed.

Breanne Herd brought up the idea of having a kids' craft fair/ bingo night. Similar to the adult craft fair, kids would sign up and get tables to sell handmade crafts and art, but the tables would be free of charge. After that there could be a family bingo event. Prizes could include baskets, books, or gift cards that would be good for all ages including adults. We would need a game of chance license for \$25. This is something we can look into for the future.

## **Old Business**

Still looking into a Dine and Donate Night through P.J. Whelihan's. Shooting for mid-April when it's nicer out. Days available include Monday, Wednesday, and Thursday (no weekends or wing night Tuesdays). This could possibly be a committee in the future.

## **Committee Reports**

**Assemblies:** The next assembly will be the virtual author event, coordinated by Mrs. Malay. PTO covered the cost of \$360 for the whole school to participate. Julie Rambo mentioned that her karate school has an anti-bullying/self-defense assembly. They just did a presentation at Lehighton. She will pass the information on to Amber Beiling. Anna Lehigh Conway mentioned that DCNR has a program to help prepare for the Envirothon, she will pass this information on to the Envirothon coordinator.

**Bake Sale-** No update at this time.

**Basket Sale-** No update at this time.

**Beautification-** Keep a look out for a sign up to help decorate for St. Patrick's Day.

**Bomber Wear-** Mrs. Zeky sent in an update. There will be a spring sale. This will be separate from S.S. Palmer due to difference in timing and offerings. S.S. Palmer only wants to include the standard items while our specialty items (ex: vibes and PTO shirts) sold better than the standard items so we will be offering them again. These items ideas will still be shared with them in case they would want to use them. Currently looking at including t-shirts, long sleeve shirts, tank tops (possibly), 1 sweatshirt option (possibly), and shorts. She will talk to the screen printer about other options that he would suggest as well. If anyone has anything they're specifically want for spring, please reach out to Mrs. Zeky.

**Book Fairs-** The BoGo book fair will be the week of March 31<sup>st</sup>. Due to the U.S. Mint ending production of pennies, there may be a slight issue regarding change. This year we will hopefully have enough pennies for change. If we run out, change will be rounded down to the nearest five-cent increment. Scholastic has an option to round up to the nearest dollar. Any money collected would be used to cover kids who are slightly short. If there are funds remaining, they can be used to purchase books for teachers. This can be looked into for the future. This option would also reduce check-out times. It was questioned how this would affect kids who are short and the amount PTO would need to cover. We might need to try this option to see the details of how it will play out. It was mentioned that if you want to purchase a book to donate from a teacher's wish lists and it is not available at the fair you can still purchase it on the Scholastic website. All purchases made on their website

during the fair will result in 25% coming to us in Scholastic Dollars. Purchases at the fair result in 50% in Scholastic Dollars.

**Box tops**- Box top check is missing, should have been received by the office over winter break. Erin Bennett will follow up to see what needs to be done to have it reissued.

**Bylaws**- Everyone was asked to review the bylaws which were sent out via email. The items in blue are the tax-related changes mentioned at the beginning of the year. The items in green are safety-focused clear guidelines regarding volunteer status and guidelines on a peaceful transition of board member duties. Research was done to make sure we are in accordance with state guidelines.

A motion was made to adopt the new bylaws. First: Dan Passerini. Second: Pinar Angun. No one opposed. Motion passed.

The bylaws are still a work in progress and will continue to be reviewed, specifically focusing on adding a section with guidelines outlining how to handle the negligence of a board member or committee chair, a process of accountability of responsibilities, a grievance process, and aligning the verbiage with our code of conduct form. If anyone has any concerns or suggestions regarding bylaws, please reach out to the bylaws committee or the board. Feedback is welcome all year long.

**Childcare**- was at tonight's meeting. It was suggested that more advance notice be given whether childcare will be available or not for meetings.

**Color Run**- Date still needs to be decided. We also need to find out if we need to order more color this year in order to budget appropriately.

**Craft Fair**- Chrystal Kuchinos is the chair. Another chair is still needed, please reach out if interested. Vendors are already requesting spots for next year. We will need to figure out if the email and Facebook page for this event will stay the same.

**Dances**- There is an upcoming dance Friday (2/27). A sign up will be sent out soon for volunteers and donations. An idea was brought up to change dances into different events. Since the majority of children do not dance as these events maybe other activities, like a game or movie night, where they can still gather with their friends during after-school hours would be a better option. It was suggested that a survey could be created for the children to fill out to get an idea of what they would most enjoy. We will need to figure out the logistics on how this survey will be created and filled out. Mrs. Muffley may be able to do it on her interactive mobile screen. The possibility of a father/daughter and mother/son dance was discussed. There were concerns presented that this could emphasis struggles with different family dynamics. A 6<sup>th</sup> grade mixer was also mentioned. This would need to be

coordinated with S.S. Palmer, and we may need to involve the district regarding location and bus options.

**Fall Fundraiser-** Due to the success of the Gertrude Hawk fundraiser, we should keep this one moving forward.

**Fall Mum sale-** No update at this time.

**Festival-** No update at this time.

**Field trips-** The 6<sup>th</sup> grade field trip has been moved to May 5<sup>th</sup> (as noted in last month's minutes). All field trips are finalized now that the 5th grade field trip is complete including the train ride in Jim Thorpe. Chaperone shirt order information will be included in the chaperone invite letters. Chaperones are not required to purchase a shirt but are requested to wear something bomber related to help them be identified with the group. Badges will also be provided for chaperones for this purpose. Invite letters will most likely be sent home the beginning of April as points will close on March 27<sup>th</sup>. The spring book fair volunteer points will be included in next year's points as it falls after the cut off. This will ensure that two book fairs will be included in each point session. Feel free to reach out to VP Breanne Herd for any point related questions.

**Food stand for craft fair/basket social-** No update at this time.

**Holiday Gifts-** No update at this time.

**Holiday Lunch-** No update at this time.

**Holiday Shop** – A motion was made to correct the amount approved for initial expenditures from the \$4,723.32 approved at the January meeting to \$3,395.32. First: Jessica Beaumont. Second: Cheyanne Counterman. No opposed. Motion passed. This change was made to accurately reflect the Holiday shop's profit over the last two years (2024 & 2025). Board members have been meeting with Truist bank to figure out how to create a separate account specifically for Holiday Shop. This account would help track all purchases of merchandise, reimbursements, as well as track profit each year for clean records. Eventually, the goal is to have Holiday Shop fund itself through usings the accumulation of its profits. A question was asked if that account will still be accessible to fund other PTO expenses if needed. We are hoping we will not need to pull from the fund unless there is an emergency. It should also be noted that since that account would continue to accumulate profits, once it exceeds the amount necessary to fund Holiday Shop the remaining excesses would be transferred over to our general PTO fund. A suggestion was made that once there is enough money to fund the Holiday Shop a cap may be put on that account. The bank manager will be asked for recommendations on the cleanest way to handle this

account. Once this account is opened an additional treasurer's report would be added for approval at each meeting.

**Job Squad-** March job Squad will be Mondays and Wednesdays.

**Little Caesar's Pizza-** This year's profit was \$1,698. It was discovered through past fundraisers that IU families are not included in the rover calls made from office. After a follow-up with Dr. Heaney it was noted that there is a form that can be filled out to be added to the call list. This information will be sent out to IU teachers to distribute.

**Mother's Day Flowers-** Working on the date. A sign up for volunteers and donations will be sent out closer to the event.

**Nominations committee-** It was mentioned that nominations usually open in February. The nomination committee will be contacted regarding this.

**Play Days-** dates are as follows: K-3<sup>rd</sup> grade May 13<sup>th</sup> (rain date May 15<sup>th</sup>). 4<sup>th</sup>-6<sup>th</sup> grade May 14<sup>th</sup> (rain date May 18<sup>th</sup>). Mr. Horvath confirmed that the outline will be similar to last year.

**Playground-** This new basketball net will be ordered soon. Waiting on a response from the director of facilities, Trahn Thompson, regarding the possibility of a second net.

**Register Tapes-** No update at this time.

**School Board Delegate-** The next board meeting will be Tuesday 2/17 at 5:30pm in the high school library. For possible location changes check the district website or look for the school board sign at the high school. If it is by the left entrance doors, it is in the library and if it is at the right entrance doors it is in the auditorium.

**Spring Flowers-** The vouchers will still cost families \$10, however the cost at More Pickles Please is increasing, so our profit might be reduced. Last year, profit per voucher was \$3. More Pickles Please was selling the same flowers to the public cheaper than the voucher price in order to account for the fundraiser's profit. Anna Leigh Conway recommended the flower vendor that St. Matthews used since there were no vouchers and the flowers were dropped off directly to the school. We are not under any obligation to use More Pickles Please so more options can be researched.

**Spring Fundraiser-** The pickup date will be March 23<sup>rd</sup>.

**Tax, Filing, and Compliance Committee-** are set to meet for the first time this Sunday (2/15). Initial suggestion was 5 points per committee member. A discussion was had to increase to 10 points. A motion was made to award 10 points to each committee member. First: Erin Bennett. Second: Julie Rambo. No one opposed. Motion passed.

**Teacher/Staff Appreciation-** Thank you for the great work Julie Rambo does on the appreciation gifts. For school counselor appreciation, Mrs. Kocher received a Valentine's themed basket with multiple gift cards and treats, a picture can be found on the PTO Facebook page. Teacher appreciation is the first week in May. Julie will be reaching out to larger companies to see if they would be willing to donate items for us to use as gifts. As the middle school and high school do not have a PTO, their teachers are often missed regarding appreciation week. It was suggested that we figure out a way to include them as a thank you from the Towamensing PTO for all they do. Anna Leigh Conway said she would help with signups.

**Website/Facebook-** It was noted that the website is not currently up to date. It is most important that the recently approved bylaws be added to the site. The chairs will work together to update.

**Sixth grade celebration-** meetings will be held prior to PTO meetings at 6:30pm. A motion was made for a budget of \$2,500 (same as prior years). First: Anna Lehigh Conway. Second: Chrystal Kuchinos. No one opposed. Motion passed. Last year we opened up donations to all 6<sup>th</sup> grade parents. Any PTO member can help decorate on June 3<sup>rd</sup> after school.

### **Principal Report**

Mrs. George emailed the following information: Please encourage parents to continue to check the website, new bi-weekly Smore Newsletter, and the weekly message for school information.

A motion to adjourn the meeting was made by Heather Meixell at 8:31p.m. and second by Anna Leigh Conway.

Date for the next meeting is March 11<sup>th</sup>, 2026. As noted in "new business" the April meeting was moved to April 15<sup>th</sup>.