

**STANLEY SWITLIK ELEMENTARY**  
**PTO MEETING**  
**JANUARY 13<sup>th</sup>, 2021 at 5:30 PM – VIRTUAL MEETING**

-The meeting was called to order at 5:49 PM

-The current balance for the PTO bank account is \$13,326.91

The hand sanitizer fund raiser has been paid for in full.

The cost for the 1000 pieces of hand sanitizer bottles was \$2,018.30.

Packaging costs were \$36.54. Making the total cost \$2,054.84.

The total sales amount collected to date is \$775. The transaction fees were deducted and totaled \$31.18. This leaves \$743.82 in sales.

-Going forward the board thinks it would be beneficial to have a printed flyer sent home with the students for the next sales effort for remaining the hand sanitizers. Ms. Adams gave permission for flyers to be sent home on a “Take-Home Wednesday”. The board will have 600 copies of the flyer made in English on one side and in Spanish on the other. The online ordering and the use of the virtual platform have gone well thus far.

-The Team Leaders have responded with the Amazon Wish lists for each grade. The PTO board will create an online platform to share with the school community to get the word out to help receive donations toward extra supplies needed.

-It has been approved by the faculty to schedule the cleaning out of the PTO storage closet. Due to social distancing we will only be allowed to have 2 PTO board members in this space at a time.

-Teacher Appreciation week will be in the month of May so we need to keep in mind how we plan to strategize for that.

-The meeting was adjourned at 5:57 PM

