

Buffalo Elementary PTO Monthly Meeting Agenda

Monday, October 20, 2025 • 6:00 PM

1. Welcome & Introductions

- **Introduction of Board Members**
 - **Sponsor Thank-Yous:**
 - Saxon Inn – \$1,000
 - Concordia Lutheran Ministries - \$1,000
 - Cunningham & Son's Tree Care – \$1,000
 - Refractory Machining Services - \$500
 - Sarver Animal Hospital – \$250
 - The Rehab Centre – \$250
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2. Minutes & Reports

- Review/Approval of September 2025 Minutes
 - Treasurer's Report – Review/Approval of revised 2025-2026 budget
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3. Committee Reports

President – Nicole Saville

- Raise Craze:
 - Final amount after expenses: \$32,712.88
 - 294 kids participated, 2,132 Acts of Kindness, Raised a total of \$35,360
- Membership Update: 304 Active Members
- Book Fair/Open House Update
- Classroom Coordinators & Classroom Parties

1st VP – Melissa Toncini

- Holiday Shop – Dec 9-12 - Set up will be Dec 8 in the evening
- Staff Appreciation Update
- Custodian appreciation
- Faculty lounge

2nd VP – Caitlyn Andring

- Assemblies: Josh & Gab (Complete), Carnegie Science Center (Scheduled for May)
- Spirit Nights Update: Moe's (\$410), Pumpkin Succulent Workshop, Paint Night (11/7)
- Youth Maker Market / Doughnuts with Santa
- Sponsorships

3rd VP – Sharon Conner

- Box Tops
- 5th Grade Gifts / Committee
- Special Someone Dance

Treasurer – Amy Swartzlander

- Audit (Fall) - Need a few more volunteers
- Field Trips
- Basket Raffle, Sarris Candies, Science Olympiad, Square 1 Art, PSSA Snacks

Secretary – Larissa Yates

- Newsletter – Error in October newsletter
- Student, Teacher, & Parent T-Shirts Discussion
- Yearbooks - Vote on our Yearbook Theme

4. Old Business

5. New Business

Open Forum

6. Important Upcoming Dates

- Halloween Parties - Oct 31
- Last call for Spirit Wear - Nov 2
- Ornament Family Paint Night - Nov 7, 6:00 p.m.
- Next PTO Meeting - Nov 10, 6:00 p.m.
- YouthMarker Holiday Market/Brunch with Santa - Dec 7
- Parent/Teacher Conferences - Nov 24-25
- No School (Thanksgiving Break) - Nov 26-28