

## **Richland Elementary PTO**

### **Meeting Minutes**

Friday, September 14, 2018

9:00 AM – 10:15 AM, Richland Elementary Library

ATTENDEES: Molly Flora, Jessica Greve, Deanne Austin, Shauna Carr, Erin Sullivan, Cindy Wassa, Maria Kohli, Nikki Pfennig, Alaina Neff, Alisha Kent, Angel Sikora, Julie Murphy, Sherri Duncanson, Kate Roseboom, Jamie Pearson-Orlando, Michele Vanmiddlesworth, Danielle Buckmaster, Tim Bell, Megan Asper

Welcome back!

#### President's Report

- a. Board members were introduced
- b. A brief summary of the PTO was given - all parents with students enrolled at Richland Elementary are automatically part of the PTO. We support school activities such as picture day, teacher appreciation, popcorn friday, as well as reimburse staff for out of pocket expenses not otherwise covered by the district. We encourage and appreciate all forms of participation - by either being present on-site to help out, or by sending in items.
- c. Program chair opportunities were shared, which included a discussion regarding Mileage Club, Reading Club, and Book Fairs. For details on these programs you can visit our website.
- d. 2018-19 Chairs were introduced:
  - i. Nikki Pfennig - Yearbook, 2nd grade mileage club
  - ii. Cindy Wassa - Book Fair and Reading Club (Oct-May)
  - iii. Deanne Austin - Teacher Appreciation
  - iv. Julie Murphy - Box Tops for Education
- e. Board/Chair positions available: President and Treasurer positions will be vacant and available for the 2019-20 school year. 2018-19 Chair positions available:
  - i. Homecoming - Chair will secure truck and trailer and organize a group to decorate and get kids ready prior to the homecoming parade. The parade begins in the village square and ends at the high school. There is a \$50 reimbursement budget for costs associated with this program.
  - ii. Frosty's Christmas Shop - Chair will organize a shopping experience in December just for students (in cafeteria) which allows them to shop for their family for Christmas gifts.
  - iii. Wee Deliver - Chair will organize a program where students can send mail inside/outside of school. 2nd grade "postmasters" will sort mail to go to other students.
  - iv. Field Day - Chair will organize volunteers and procure activities in conjunction with Mr. Bell for a school-wide day of fun. Jenn Pickens was the chair last year

and has all the contact information for the bounce house and dunk tank. Date is tentatively set for May 30, rain date June 6.

1. As an aside, Mr. Bell is also looking for donations of approximately 1300 snacks by May 6 to go out to students during his Jump Rope for Heart fundraiser this year.
- f. Peachjar program - This new initiative will enable digital flyers and emails to replace the paper flyers that have gone home historically, thus saving the cost of printing. All flyers pertaining to PTO functions need to be approved by the board and Mrs. Buckmaster before they will be sent out. A PDF can be sent via email for approval.

#### Vice President's Report

- a. Strong Start campaign - This new fundraiser is replacing the Read-a-Thon after a decline in proceeds over the past few years. We opted to try this new approach to clarify and simplify our message about what the PTO provides for the school. We spend PTO funds on reimbursement for teachers as well as donating to programs like Read and Ride, the upcoming character building program, popcorn Fridays, etc. Facebook updates featuring teacher testimonials have been posted, and a Remind notification went out last night. We would like to encourage teachers to reiterate this ongoing fundraiser via Remind and classroom newsletters that go out this week. The PTO has also sent out personalized letters to business owners to donate larger amounts. Anyone willing to be a corporate sponsor will be eligible to get on a plaque to recognize businesses that have donated. The overall cost of the fundraiser so far is \$400, but a \$200 startup donation was made to cover printing costs. We encourage all parents to like and share our status and events on Facebook to broaden awareness. We have decided to extend the deadline as we are only at \$3700 out of our \$15,000 goal.
- b. Other upcoming fundraisers and income opportunities include: a popcorn & snacks fundraiser in October, Peachwave & Qdoba in the fall and spring, Kalamazoo Candle Co. from Nov 26 - Dec 10, three movie nights (evenings), Frosty's, Harding's Community Rewards, and Box Tops

#### Treasurer's Report

- a. The projected budget was presented. We have already received one Harding's check from the Community Rewards program.
- b. We are waiting to see how initial fundraiser goes to see how much needs to stay in our account as carryover year to year.
- c. Book Fair has been noted as a separate line item from the primary budget, as these funds are earmarked for Mrs. Roberts for use in the library only.
- d. All for Books is part of the Scholastic book fairs and those funds help get books to students who are unable to afford them. The coin drive during book fair also assists students in receiving coupons for books and are used to fulfill teacher wishlists. Teachers determine which students in their classroom need All for Books coupons, usually three per classroom. Changing vendors for the book fair was discussed, but even

without the program we raised almost \$500 in coins for the winter drive so we should still be able to cover students in need.

- e. Budget lines were presented for each committee, outlining how much was allowed to be reimbursed for each program.

#### Secretary's Report

- a. Bulletin Boards will be updated regularly. If there is information from chairs that they would like to have posted in print, please contact Jessica.
- b. Website - We have moved away from the district site and have a new website. Information about upcoming events, volunteer sign up, contact information, PayPal donation and more can be found at [www.richlandpto.com](http://www.richlandpto.com)

#### Committee Chairs Report

- a. Box Tops: Julie Murphy - Box Tops volunteers still needed for a handful of classrooms. Please contact Julie if you are able to help.
- b. Reading Club: Cindy Wassa - 8 volunteers are still needed for Reading Club. Please contact Cindy if you are able to help.

#### Principal's Report

- a. Mrs. Buckmaster thanked us for all of our support.
- b. A new character trait development program will be starting. 9 different traits, one per month, will be discussed and explored school-wide starting in October. Look for books that correlate, as well as lessons from Mrs. Reynolds and Mr. Pung, and we will be putting activities out to parents to strengthen those traits.
- c. Reminder: If you are not receiving Remind notifications, the school office can get you set up
- d. Richland EL now has a Facebook page and will be sharing posts to communicate current events and information.
- e. If parents have suggestions or comments, you are welcome to stop in to Mrs. Buckmaster's office or to schedule a meeting.
- f. Bond construction starting: Fall 2019 groundbreaking, but the district is looking at moving some Phase 2 items earlier, including A/C.

#### New Business

- a. 501C3 status - Richland PTO is a non-profit but we are not officially a 501C3 - this would allow donations to us to be tax deductible for businesses. This has not come up in the course of our Strong Start Campaign thus far, but may be useful for marketing in future fundraising events. Registering takes 8 months and costs \$850. We will talk to Ryan PTO President to get more information. Making this change may also open up employer match and grant opportunities.

- b. Hardings rewards - Community rewards program where you can sign up on the Harding's website, select Richland PTO as your Community Rewards organization, and by entering your phone number at checkout the PTO will receive a percentage of sales.
- c. Reminder that Sept. 26 is an early release day.
- d. Megan Asper introduced herself as the school nurse. She said she would be willing donate time if parents would be interested in taking a class with her, either informational or CPR certification.
- e. The fundraising idea of a window service of coffee or treats at morning drop off was suggested. We are also considering donuts for dad / muffins for mom events.
- f. The PTO is always open to new ideas for fundraisers - please don't hesitate to share your thoughts with us, either via email or at upcoming meetings.

Closing

**2018/2019 Richland Elementary PTO Board**

Molly Flora, President - [mollyflora86@gmail.com](mailto:mollyflora86@gmail.com)

Erin Sullivan, Vice President - [erintsullivan@gmail.com](mailto:erintsullivan@gmail.com)

Shauna Carr, Treasurer - [cscarr01@att.net](mailto:cscarr01@att.net)

Jessica Greve, Secretary - [jessica.k.greve@gmail.com](mailto:jessica.k.greve@gmail.com)