

**Richland Elementary PTO
Meeting Minutes**

Friday, October 12, 2018

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

ATTENDEES: Cindy Wassa, Ryan Wassa, Deanne Austin, Shauna Carr, Alaina Neff, Sherri Duncanson, Alexandra Locovei, Jessica Greve, Erin Sullivan, Molly Flora

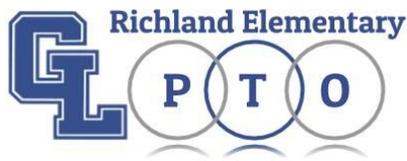
Welcome!

President's Report

- a. Picture retakes will be 10/18. One parent volunteer may be needed, but it is typically a much slower day than actual picture day.
- b. Popping Time fundraiser ends 10/19, and products will be delivered 11/12. A few prize slips have come in but, similar to Jump Rope for Heart, toy reimbursement slips can come in any time before the due date. The PTO will receive 50% of the sales from this fundraiser.
- c. Conferences will be held 10/25-26 with no school on Friday.
- d. Kindness Adventure was a show with magic tricks and a discussion about kindness. This assembly is a pay-it-forward program where proceeds from sales go towards the next school's assembly and fresh water wells in Africa. \$453 worth of sales have come in so far.
- e. Reminder: Committee chairs - anything going to Peachjar needs to go to board first (RichlandGLPTO@gmail.com) and then will be passed to Jenn and Danielle for final approval.

Vice President's Report

- a. Strong Start - The Strong Start campaign resulted in \$11,214 of donations, which is just over \$3000 better than last year's Read-A-Thon. While we had many fewer parents giving, those who did give donated more. We agree that it worked well enough to try it again next year, and already have many ideas for improvements. All materials have been saved so it should be smoother to organize next year. We would like to include a classroom participation goal/prize to get students excited. We did lose some of the income to PayPal fees. One check came in specifically for the Character Development program which was written to the school. In hindsight, we should have projected a more realistic number in budget that did not necessarily reflect goal number, but what we believed we would be able to raise. We do have additional upcoming fundraisers as this year's budget is around \$23,000 for all programs and field trips. A flyer thanking businesses went home via Peachjar and we will be putting names on a plaque to hang up at school, courtesy of a discount from Mailing & More. If parents are aware of any



businesses that would be willing to donate, we ask that they please pass that information along.

- b. 501C3 update - Sherri was consulted on IRS paperwork and Erin will work on filling out the necessary documents. Hopefully by the end of the year we will have completed the process. The PTO Tax Identification number has been found and documented.
- c. Movie Night - Our next movie night will be Nov. 8. Last year we moved the time to right after school but it was too bright to see the screen. As such, we will move movie times back to 6:00. A movie has not been selected yet. Permission slips will go home via Peachjar. We are hoping to see 80-100 students, providing ~\$400 each night.
- d. Peachjar vs. permission slip home - There are document requirements for a piece of paper to be sent home versus sending a Peachjar notification. Danielle is currently working on special permission for Movie Night slips as it falls under the fundraiser category.

Treasurer's Report

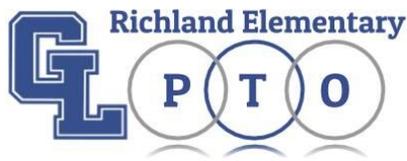
- a. Budget - The current budget was distributed.
- b. Additional savings account - Molly and Shauna opened a separate savings account for Book Fair money that is earmarked for library expenses only. Shauna can transfer money to the primary PTO account when Cindy makes an expense request.
- c. With Strong Start results, we have had to manage our expenses very closely. Projections have remained as we have many more fundraiser opportunities throughout the year.

Secretary's Report

- a. Bulletin Board - Boards outside and inside the school will be updated on/around the 1st of each month. Both are currently set for October events.
- b. Website - Due to the updated district website, the PTO opted to create a separate site for easier management of updates that need to be made regularly. Ryan spoke to us about possibly designing and hosting our website free of charge. Jessica will see what the fees incurred would be to cancel service with our current provider, and reach out to Ryan in the coming weeks to speak further if a reimbursement is possible.
- c. Newsletter - A PTO newsletter has started going out twice monthly. Chairs can email RichlandGLPTO@gmail.com any information they would like included, i.e. photos, sign up links, funding totals, etc. This newsletter is sent to parents who have submitted their email addresses, as well as teachers and staff.

Committee Chairs Report

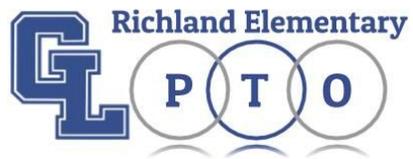
- a. Reading Club/Book Fair - Cindy Wassa
 - i. Reading Club started Oct. 5
 - ii. Fall Book Fair - scheduled Nov. 30 - Dec. 7 and will be through Scholastic.



- iii. Spring Book Fair - scheduled March 4-8 and will be through Follett. This vendor is similar to Scholastic but will offer a wider variety of books as well as discounts to teachers and volunteers.
- b. Staff Appreciation - Deanne Austin
 - i. A link to volunteer for the October conference dinner went out via email, most items are already taken care of.
 - ii. The next staff appreciation event will be in December.
- c. Frosty's Workshop - Molly Flora
 - i. Danielle will put a poll out to staff to see if there is any interest in a Frosty's shop this year. A company called Fun Services provides materials, students purchase over a series of dates, and unsold items are returned. Historically Frosty's has been done on Saturdays, but we pay a custodial fee for a fundraiser that breaks even on sales. We are still working out logistics and currently no chairperson.
 - ii. The idea of a general craft fair in the spring was discussed. That would give us a chance to organize.
- d. Wee Deliver - Molly Flora on behalf of Kai C Worm
 - i. An email was sent to teachers and staff to update their addresses as part of the program. Mailboxes outside of art room and outside of classrooms will be updated. The postmaster in Richland sounded excited about donating supplies and shirts. Wee Deliver will need to be added back into the budget or take from Miscellaneous and factored in budget for next year. Will ask for stamp donations as part of volunteer program. We are hoping to start the program at the beginning of November.

Principal's Report

- a. Character Development program - This month the school is focusing on respect. Mrs. Reynolds will be visiting classrooms and giving lessons on respect, as well as giving teachers resources to use throughout the month and reading applicable books. She will do this each month for each focus trait.
 - i. If needed, Mrs. Reynolds will ask for any financial assistance. She will be honoring one student per classroom per month who exemplifies that month's trait.
 - ii. Kindness Assembly - This assembly corresponded with respect. There will be information in the next school newsletter about things you can do at home to reinforce this trait.
 - iii. A teacher offered to write a grant for \$2000 worth of applicable books to be set aside for ease of use and to incorporate into the classroom
- b. Principal's budget - Danielle will be purchasing beginning of the year staff gift, likely Richland EL umbrellas.
- c. Thank you for all of your support, it is great to see parents in the building helping things run smoothly.



New Business

- a. Minutes from the previous meeting were approved.

Closing

2018/2019 Richland Elementary PTO Board

Molly Flora, President - mollyflora86@gmail.com

Erin Sullivan, Vice President - erintsullivan@gmail.com

Shauna Carr, Treasurer - cscarr01@att.net

Jessica Greve, Secretary - jessica.k.greve@gmail.com