

## **Richland Elementary PTO**

### **Meeting Agenda**

Friday, November 9, 2018

9:00 AM, Richland Elementary Library

ATTENDEES: Angel Sikora, Mary Claire Kovacic, Sherri Duncanson, Cindy Wassa, Ryan Wassa, Karen McConnell, Shauna Carr, Amber McDermott, Danielle Buckmaster, Alaina Neff, Jessica Greve, Erin Sullivan, Molly Flora

Opening and approval of previous meeting minutes

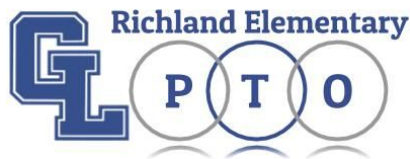
Molly motioned to approve, Erin seconded, minutes were approved

### President's Report

- a. Popping Time Fundraiser - This fundraiser was a major success! Items will be delivered Nov 12. No word from representative regarding the time of delivery on Monday, but we are hoping by pickup. We raised ~\$6,000 profit (sold about \$12,000 worth of product).
- b. Holiday Gift Shop (formerly Frostys) - Will be held Dec 10-12. Molly has kit in office to review what needs to be done to setup. Facebook reminders will go out and a sign-up genius will be made available for parents to volunteer to help with getting kids through line, wrapping and checking out. The shop will be set up in the computer lab space.
- c. Welcome Karen McConnell - new director at Richland Community Library
  - i. The Richland Community Library would like to partner in any way with community schools to support/promote Richland Elementary/PTO activities.
  - ii. The library offers reciprocal borrowing with nearby libraries, and anyone is welcome at programs (not just library members who live within township/village).
  - iii. Book clubs, Meet Michigan Authors program, Preschool and after school programs are all available throughout the year.
  - iv. Would like to work to coordinate a children's authors visit in March to help distribute costs, which have been historically prohibitive.
  - v. Gull Lake Community Schools Foundation member.
  - vi. Looking for new trustee board members, and campaigning hard for parents of young children to be part of the board. This 7 member committee meets monthly, and more information can be found at the Richland Community Library.
- d. We are seeking a chairperson for March is Reading Month

### Vice President's Report

- a. Movie Night recap - Thank you to those who participated and volunteered. Logistically challenging to run immediately after school, and the return to an evening showing was successful. 91 kids participated, a \$455 total profit. The next movie night will be January, then May.
- b. Strong Start Plaque - Businesses who donated have been added to a plaque which is in the office waiting for maintenance to hang in the building. A photo with students will be taken once it is hung and will be sent to businesses who participated/posted online as a further thank you.
- c. 501(c)(3) application - This status allows the PTO to apply for grants and allow for donations made to be tax deductible. The forms have been completed, supplemental information is included, including one page requiring bank records from previous years. Sherri has offered to assist will perform a final review of the documents prior to submission with Erin and Shauna. We



are hoping to get everything finalized by fall for the next Strong Start Campaign. As part of this process we have also updated the PTO bylaws.

- d. Kalamazoo Candle Company fundraiser - Nov. 29 - Dec. 17. Flyer with code will go out in the coming weeks. 50% of any purchases made using that code will be donated to the PTO.
  - i. Candles can be available at Book Fair for sale.
  - ii. Candle making class has been given historically as prize for raffle, and we will look into offering that again.

#### Treasurer's Report

- a. Budget Update - The Poppin' Time fundraiser income has been added, as well as a Harding's check for \$68.
  - i. Reminder to sign up for Community Rewards through the Harding's Website
- b. 2nd grade Gull Meadow transportation has been covered, and a check for the Kindergarten Zoomobile in January has been written.
- c. Update on new bank accounts - Molly and Shauna opened new accounts so our name matches what is on file with the IRS, and updated our EIN as well.
- d. We are waiting to hear back from Qdoba and Peachwave fundraisers.

#### Secretary's Report

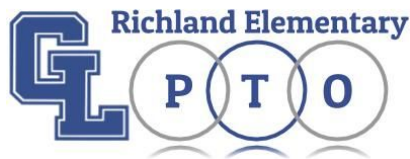
- a. Bulletin Boards updated for November.
- b. Website - Canceling our website with Weebly would not offer a refund, but if a better website management system can be put in place Ryan is willing to buy us out of our contract. He and Jessica will meet in the coming weeks to look at some options.

#### Committee Chairs Report

- a. Reading Club - Cindy Wassa
  - i. Only one classroom was missing minutes due to a miscommunication, but the program is off to a good start.
  - ii. Feedback for reading minutes is going to teachers, and they now have access to spreadsheet to see who is participating and how much students are reading.
- b. Book Fair - Cindy Wassa
  - i. Run Dec. 3-7, Setup Nov. 30, flyer is going out soon.
  - ii. May be last Scholastic Book Fair.
  - iii. Sign Up Genius for parent volunteers this year instead of Scholastic.
  - iv. Teachers will be able to choose their scheduled visit time using Google document.
- c. Staff Appreciation - Molly on behalf of Deanne
  - i. Pizza, salad, dessert for conferences was successful.
  - ii. The board will organize for an appreciation gift for November, TBD.
- d. Wee Deliver
  - i. Documents and files were reviewed and updated.
  - ii. Second Grade run program where mail is distributed throughout the school.
  - iii. We are hoping teachers will choose to print and send home materials, but they will also be made available digitally on Facebook and our website. With the pending approval of the second grade teachers, we are hopeful to start running the program next week.

#### Principal's Report

- a. Thank you for conference meal.



- b. Movie night ran very smoothly and check-in went well with a good number of adult volunteers.
- c. Thank you to all of our volunteers! It is helpful to our teachers to have so many extra hands and familiar faces around the building.
- d. Character Development Education Program is up and running. Updates will be in school newsletter - the November trait is empathy.
  - i. One K teacher seeking additional funding for books to be added to a dedicated section in the library to build on classroom activities.
- e. Jenn working on sharing posts on social media, and add information to newsletter as much as possible. If there are question or concerns please let the office know.
- f. Specials teachers - Will be contacted to see what their wishlists include and pass that information along to the Send It In Committee.

#### New Business

- a. Resolution to amend the PTO's bylaws to update language and conform to rules and structure of 501(c)(3) status. Previous notice of this resolution has been given to members and proposed bylaws have been posted on the PTO's website for members to review.
  - i. Resolution concerns: None voiced
  - ii. Erin moves to approve resolution , Jessica seconds.
  - iii. All board members vote yay - motion passes.

#### 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)