

Richland Elementary PTO

Meeting Minutes

Friday, December 14, 2018

9:00 AM, Richland Elementary Library

ATTENDEES: Erin Sullivan, Jessica Greve, Molly Flora, Shauna Carr, Amber McDermott, Cindy Wassa, Ryan Wassa, Alaina Neff, Mary Claire Kovacic, Deanne Austin

Opening and approval of previous meeting minutes

Erin motioned to approve, Jessica seconded, minutes were approved

President's Report

- a. Holiday Gift Shop - profit and future of this fundraiser
 - i. The gift shop ran for 3 days but Mrs. Buckmaster would approve more days next year due to the overwhelming response. The PTO made \$853, surpassing the budget goal of \$500. Unfortunately we were short handed on help, and the future of this fundraiser depends on having volunteers. Additional days would be preferred to spread out time per class, especially for Kindergarten classes, up to 40 minutes, or 30 minutes with more volunteers. Worked well with students just shopping and not having a preview day.
 - ii. In the future, we will work to send out sign ups early on in the year and if volunteers are unavailable events will be canceled if we aren't able to appropriately staff them.
- b. Reminder that Winter Break is coming up: 12/24-1/4
- c. A number of thank you notes were shared, primarily for teacher appreciation

Vice President's Report

- a. 501(c)(3) Update - We submitted the application to the IRS but have not heard anything in return. Prior to submitting large full packet, we learned we were eligible to file the EZ form because we bring in under \$50k/year, which included a lower fee. Hopefully everything will be in place before next years Strong Start campaign.
- b. Amazon Wish List - We initially listed 133 books on Character Education wishlist, and currently only 72 books remain. Everything bought through Amazon is being shipped directly to the school. We will be sending out a reminder, and adding this information to our newsletter and website.
- c. Kalamazoo Candle fundraiser will be ending Dec. 17.
- d. Movie Night - The next movie night will be Jan. 10 and we will be showing Captain Underpants.

Treasurer's Report

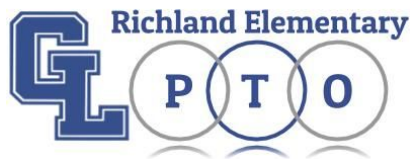
- a. Budget Update - The updated budget was presented along with Book Fair profits.
- b. The Friday Fillers program is fully funded for Richland Students, so we used some of the money set aside for that purpose to assist with All for Books.

Secretary's Report

- a. Bulletin Boards have been updated for December.
- b. Website - Still working on scheduling a meeting with Ryan Wassa to discuss website changeover.

Committee Chairs Report

- a. Reading Club - Cindy Wassa



- i. Winter Break coming up which means minutes will be doubled. The sheets for winter break will be separate from the next one going home to make it easier to tally over vacation.
 - ii. For October: Flickinger top reading K class, Scalpone for 1st, Bertolino for 2nd
- b. Book Fair - Cindy Wassa
 - i. Total sales \$8788, almost \$800 more than we've done historically. Mrs. Roberts kept some as cash and some as Scholastic Dollars
 - ii. Spring Book fair will be a publishing company that carries Scholastic as well as other publishers.
 - iii. Used ~\$1000 total for All for Books - we brought in \$582 from the coin drive and parent donations, and used \$487 from All for Books budget. We were able to fulfill all teachers wishlists.
- c. Staff Appreciation - Deanne Austin
 - i. December teacher appreciation is set up, and we had enough volunteers to offer a half dozen cookies per teacher
 - ii. January - Will be looking for donations of hot cocoa and Clorox wipes
- d. Wee Deliver
 - i. All of the information and documentation was sent digitally to teachers to print and send home individually. Because Wee Deliver isn't a fundraiser we are unable to send home paperwork.
 - ii. Information with addresses will be added to the website and mentioned on Facebook.
 - iii. We will ask teachers to add their address in newsletters going home
- e. Box Tops - on behalf of Julie Murphy
 - i. We have collected about \$750 so far this year
 - ii. Would like a Facebook reminder to collect over Christmas break to try to set a January record, goal is \$400 for Dec/Jan combined
 - iii. The idea of sending something home for Christmas to attach Box Tops to, like a tree page, or perhaps a Peachjar printable, was discussed

Principal's Report

- a. Mrs. Buckmaster was unable to attend

New Business

- a. Pastries with Parents -- We are still discussing this free (but accepting donations) event for some time in the late winter/early spring. Mary Claire volunteered to start arranging logistics and times. Possibly in conjunction with Valentines Day
- b. Our budget at the beginning of the year had us carrying over \$4000 from last year to cover expenses, but after several successful fundraiser we are only \$900 off on our projections.
- c. Reminder that today is Popcorn Friday
- d. Reminder that we are seeking chairperson for March is Reading month

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