

## **Richland Elementary PTO**

### **Meeting Minutes**

Friday, April 13, 2018

9:00 AM – 10:30 AM, Richland Elementary Library

ATTENDEES: Molly Flora, Erin Sullivan, Shauna Carr, Jessica Greve, Jen Pickens, Danielle Buckmaster, Deanne Austin, Hilary Taylor

Review and approval of prior meeting's minutes. The board also discussed digitally approving minutes and posting them to the PTO website prior to the next meeting.

#### President's Report

- a. Second grade musical is coming up - Mr. Hoover is in need of volunteers for practices and the final show, primarily during the day for several hours at a time. He has provided a printout, and Molly will meet with him to finalize his needs. Information will be made available on Facebook and the website for signups once we have dates, times, and assignments.

#### Vice President's Report

- a. Movie Night - May 18 (Friday) - It was proposed that we move to an outdoor movie night, however there are several logistical issues including kids wanting to go to playground and waiting for dark, which would push back the start time to later in the evening. The previous movie (Sing) was deemed too long, and Erin is looking for movie suggestions.
- b. Dismissal went well organized by grade, however security concerns were addressed, including the possibility of an ID requirement for pickup at movie night. An option would be to include the adult responsible for pick-up on the permission form, and check ID's upon arrival. The radio system worked well, and we could incorporate a spreadsheet to accommodate ID checks. Some parents voiced concerns about not being able to sign their child up for the movie after the deadline, but the process will stand as is to accommodate supply purchases and preparation.

#### Treasurer's Report

- a. Updated budget was provided
- b. All for Books money raised during the book fair was used to purchase teacher wish list books. One personal check bounced from the book fair, Molly will look into how to proceed.
- c. The logistics of running fundraisers during school hours to avoid janitorial fees was discussed, as well as how Kellogg ran comparable programs. Running fundraisers simultaneously/back-to-back and increasing our advertising may improve our results.

### Secretary's Report

- a. Bulletin boards at the entrance and across from the office were updated
- b. Google documents organized for PTO account

### Committee Chairs Report

- a. Popcorn Friday - The next popcorn Friday is April 27, a Sign Up Genius is available to volunteers
- b. Yearbook - 41 cash/check orders from the office have been submitted, and final orders are due April 20. Molly will inquire about what our contract with Lifetouch states as to how many we need to sell. If we meet the contract requirements, a decision will need to be made regarding how many extra yearbooks we would like to order to sell after the deadline. Reminders will continue to be added to the Facebook page, and Jen will message teachers to send reminders home and include information in their newsletters to increase communication.
- c. Field Day - We are currently seeking a 5500 watt generator to run bounce house. Volunteer opportunities and line items needed for donation will be added to Facebook and the school website in the coming weeks.
- d. Teacher Appreciation - Deanne Austin
  - i. Conference lunch is set up, but we are still seeking a few more donated items.
  - ii. Qdoba (Gull Rd) will be donating a full hot lunch to teachers during teacher appreciation week, and would like to do a fundraiser. They would offer 15% of all proceeds on a designated night, possibly the week of May 15. Deanne will be in touch with Qdoba to set up details. We will attempt to schedule the Qdoba fundraiser on the same day as a Peachwave fundraiser.
  - iii. Information will be included in a letter home and links via Facebook/website to allow for volunteers to sign up for items, as well as to promote the week's activities.
- e. Mileage Club - tentatively starts up again April 25 (weather permitting). This is an early release day with adjusted recess times. Information will be added to Facebook/website.

### Principal's Report

- a. The staff gave the PTO a thank you card for the new ellison machine. Cindy was able to provide a tutorial, and will continue to post projects with accompanying instructions.
- b. Due to a budget shift in enrichment, there may be a surplus at year end
- c. March is Reading month was a success. We are waiting for final Reading Club forms to get a minute total and will announce winners for classroom minutes and the parent's choice door contest in the coming weeks.
- d. The walk-in cooler that currently houses the PTO supplies will need to be cleaned out. Space is going to be provided in the curriculum room (with some rearrangement) but items no longer in use need to be marked as trash and disposed of.

## New Business

- a. Molly was approached by a dad who wanted to get more fathers involved. She recommended he start by attending meetings, but he fielded the idea of starting a Watchdog group for the school. Watchdog is a program where a group of dad's will escort and monitor kids during morning drop-off/lunch/recess. There is a startup fee to acquire name access, t-shirts, and supplies. Concerns were raised about participation dwindling after onset, and that we are currently unable to get enough volunteers for active programs without starting a new one.
- b. The grade level enrichment line item on the budget was discussed. Teachers are monitoring their own budgets, but asked if it would be possible to roll over funds that go unused at the end of the school year into the budget for the upcoming year. This would likely need to be determined at beginning of the year.
- c. Reading Month improvements were discussed, including planning activities earlier and delegating tasks clearly on the proposed calendar such that office staff isn't tasked with managing activities that should be assigned to PTO members and volunteers.
- d. School enrichment expense options were discussed.

## **2017/2018 Richland Elementary PTO Board**

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