

Richland Elementary PTO

Meeting Minutes

Friday, May 11, 2018

9:00 AM – 10:05 AM, Richland Elementary Library

ATTENDEES: Molly Flora, Erin Sullivan, Cindy Wassa, Julie Murphy, Shauna Carr, Jessica Greve, Hilary Taylor, Danielle Buckmaster

Previous meeting minutes from April were reviewed and officially approved.

President's Report

- a. Thank you cards from teachers and staff were shared
- b. Lost and Found items will be donated on May 15 if not collected
- c. Upcoming Fundraiser on May 15: Qdoba from 5pm-8pm and Peachwave all day. Flyer going home today with information. A Facebook reminder will be posted on Monday.
- d. Watch Facebook and check bulletin boards for upcoming end of the year activities
- e. Parents arrived to volunteer on Wednesday for Mileage Club but it had been canceled. The board members should be updated so that information can get out on Facebook and/or Remind and/or email so volunteers are informed.
- f. Please remember copies for the office when sending info home for events i.e. Reading Club, Fundraisers. 20 packs of 25 is the general rule, with one pack going to the office. Every event date needs to be approved through the office as space is limited, especially at the end of year.
- g. Board & Chair Members - Molly will send an email to current program chairs as to whether they will maintain their positions. The board was supposed to have notified parents regarding board openings and have a subsequent vote meeting as outlined in the bylaws. Every position is available whether there is an incumbent or not and the PTO public will have an opportunity to nominate themselves and vote. An email will go out with more information about board seats, and a voting meeting will be held. Information about the meeting will be sent via email, the PTO website and Facebook.

Vice President's Report

- a. Movie Night will be held May 18. Permission slips due no later than Wednesday, May 16. This will be occurring immediately after school. Permission slips now include the name and phone number of the adult who is responsible for pickup, and this information will be used for dismissal. Volunteers will also have a number to call to reach a parent if pickup individual changes. Volunteers are needed and times will be posted on Facebook. Also noted at our last movie night there was one issue where a child was having pain and the parents was not notified by any volunteers. From now on, any issues will be reported immediately to the parent or individual listed on the pickup form.

Treasurer's Report

- a. Updated budget was provided
- b. We are entering the final days of this year's budget, and most line items including field day and several field trips have been approved,
 - i. Reading Club minutes have been totaled. We have a \$50 budget for the class with the most minutes overall. We are still waiting on Parent's choice door winner.
 - ii. Other end-of-the-year expenditures will include \$200 for Mr. Bell reaching his Jump Rope for Heart goal, an additional \$100 towards Field Day, and \$200 was made available for the Rock our Differences Concert (actual expenses: \$51)
 - iii. We are going to have a surplus at year end and will be using a portion for Read & Ride. The PTO gave \$1000 earlier this year, and a motion was approved to give another \$1000 now. The PTO will also look into offering more towards teacher budgets for the upcoming school year
 - iv. \$25 gift cards will be provided to all teachers from the remaining Teacher/Staff Appreciation and School Enrichment budget

Secretary's Report

- a. Bulletin boards have been updated again, and will probably need one more before the school year ends. We are considering adding QR codes to volunteer events to make signup easier for the upcoming school year
- b. Currently waiting on Reading club results for our minute goal and the Parent's Choice Door winner for Facebook
- c. The PTO website will be updated with a link to pictures from events, beginning with our Teacher Appreciation week and including any other PTO sponsored events.

Committee Chairs Report

- a. Popcorn Friday - The next popcorn Friday is moved to May 25, a Sign Up Genius is available to volunteers.
- b. Field Day - Sign Up Genius is going up today and will be available via email, Facebook and PTO website. We will need 40 volunteers for the morning and 40 for the afternoon, as well as donations of coolers, canopy tents, and water.
- c. Teacher Appreciation - Deanne and the PTO extend our greatest thanks everyone who donated items! The week of activities was very well received.
 - i. We did have a handful of items that were pledged and not delivered. Please update signups if you are unable to bring in your donated items.
- d. Book Fair - BOGO Book Fair is scheduled for May 31 and June 1st. We are still waiting for time slot approval from office but are planning to set up afternoon of May 30, running 9-5 on 31st and 1st, and tearing down at end of the day on the 1st. This fair does not include classroom walkthroughs and purchasing, only parents and visitors. New signs and a new vinyl banner have been made for in front of the building.

- e. Reading Club - The budget will not get roll over into the next school year. We are short a few items that are currently owed, including GL Hats. Orders will be placed for those, as well as items that may be needed next year with the remaining budget.

Principal's Report

- a. We are still in the process of moving storage tubs and cleaning throughout the building. Items will be relocated as needed if not flagged for trash.
- b. Pictures from Teacher Appreciation week will be included in next newsletter.
- c. There will be a staff lunch with teachers (date TBD) to distribute the \$25 gift cards

New Business

- a. Board Member vote meeting - Tentative date June 8th at 9:00

Closing

2017/2018 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