

Richland Elementary PTO

Meeting Minutes

Friday, January 11, 2019

9:00 AM, Richland Elementary Library

ATTENDEES: Jessica Greve, Molly Flora, Erin Sullivan, Shauna Carr, Julie Murphy, Deanne Austin, Katie Roseboom, Jaime Pearson-Orlando, Sherri Duncanson, Mary Claire Kovacic, Alaina Neff

Opening and approval of previous meeting minutes

Molly motioned to approve, Erin seconded, minutes were approved.

President's Report

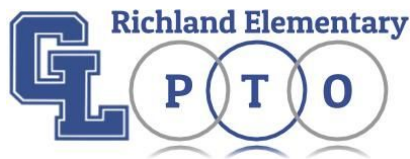
- a. Reminder that there will be an Early Release on Wednesday 1/16 - Pickup is at 2:35
- b. Returned Check Policy - We have had a number of checks written to the PTO that are being returned, and the bank charges us a fee when this happens. Fees add up quickly and we are willing to work with individual financial institutions but need a more formal way to contact parents and recover those charges. We cannot call the parents unless their phone number is on the check or in the directory. When we post about events, we will notify parents that there will be a returned check fee that will be the check writer's responsibility.

Vice President's Report

- a. Movie Night recap - we raised \$490 dollars, and the event went very well. We have found an issue with the doors, as they are not supposed to be open until 6:00 because of AACC. For the next movie night we will need an additional volunteer to open them as parents arrive, and this will be included on the signup. Thank you to Mrs. Buckmaster for staying and assisting. The next Movie Night will be held April 18.
- b. 501c3 update - Our status has been approved. Donations made to the PTO are now tax deductible which should hopefully positively influence our Strong Start 2019 campaign. This also makes us eligible for smile.amazon.com, a program where a portion of sales will be donated back to a non-profit. Jessica will look into how to get signed up, and discuss this with Ryan Wassa during website meeting.
 - i. Richland PTO is also now a tax-exempt organization, as such we do not need to pay tax, but must have EIN at the time of purchase.
- c. March Reading Month - Mary Claire will chair our March is Reading Month program. We are working on collaborating with Richland Community Library, and Erin will be scheduling a meeting with library board members next week to discuss activities and possibly coordinating a guest author visit.
 - i. Last year we were able to discuss a plan for the month with Mrs. Remillet and Mrs. Buckmaster to discuss activities that are not disruptive or may be preferred by the teachers. We will ask Mrs. Remillet if she's willing to gather input and liaison between teachers and PTO members again this year. We would like to also discuss new ideas, as well as things that didn't work last year.

Treasurer's Report

- a. Budget Update - The current budget was presented. We received a Box Tops check for \$1026 and Kalamazoo Candle brought in \$94. Next year we will promote after or before school with candles to help sales next year.



- b. Paid for 1st grade transportation to Delano homestead
- c. We will need to update our 501c3 status at the bank

Secretary's Report

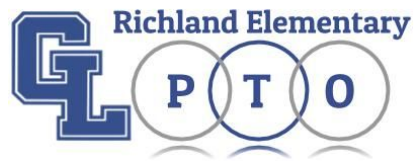
- a. Bulletin Boards updated for January
- b. Website updated with upcoming events, will add tax exempt information to website
- c. Yard sign repair - All of the "PTO Meeting this Friday" yard signs are damaged and cannot be staked. We have replacement legs for the signs and they will be repaired

Committee Chairs Report

- a. Reading Club
 - i. Pencils have been reordered, no other updates
 - ii. We can and should contact our prize supplier for a sales tax refund now that we are tax exempt
- b. Staff Appreciation - Deanne Austin
 - i. January sign up for Clorox wipes and hot cocoa bar items was posted on our website and Facebook - set up for drop off 1/24, putting items out 1/25
 - ii. February - Teacher's conference dinner, will be serving baked potato bar with sides, drinks, desserts
 - iii. March - Pie day on Pi day (3/14)
 - iv. April - Conference meal
 - v. May 6-10 - Teacher Appreciation Week -
 - 1. Menchi's yogurt will donate 50 cups of yogurt for teachers, and we will be seeking parent donations for toppings.
 - a. Menchi's also has a 10 books/1 cup yogurt bookmark program, we can promote this and make a flyer to pick up bookmarks in the office.
 - 2. Qdoba in works.
 - 3. Kitchen House will provide luncheon, willing to split 50/50 (salad, pasta, garlic bread, and few donations)
 - 4. Chocolate fountain - asking for dippers to be donated
 - 5. Last day TBD - either s'mores or soap
 - vi. An appreciation table for writing notes to staff and posting them in the building was discussed.
- c. Wee Deliver
 - i. Starting to be discussed in classrooms, and some teachers are having their students write letters.
 - ii. Classroom addresses and information about the program are available on our website
- d. Box Tops
 - i. Counts will be done at the end of the month for December and January

Principal's Report

- a. Mrs. Buckmaster was unable to attend. Mrs. Roberts passed along a thank you for getting everyone through the holidays and the December staff appreciation cookie walk.



New Business

- a. Thank you notes for PTO for wish list and work done so far this year were shared.
- b. Thank you notes with PTO logo for sending to business donors were discussed
- c. Pastries with Parents - We are still working on the details of how to host this event. Coordinating with Valentine's Day, or having it before or after school all have logistical challenges. Still TBD.
- d. Field day was discussed. It will be held Thursday, May 30, with a rain date June 6. Mr. Bell sets out games, our chair would need to organize volunteers, water, donations for a few supplies and contacting vendors for the dunk tank and bounce house. Katie will talk to Jenn in office to get more information from last year.

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