

Richland Elementary PTO

Meeting Minutes

Friday, February 15, 2019

9:00 AM, Richland Elementary Library

ATTENDEES: Erin Sullivan, Jessica Greve, Shauna Carr, Molly Flora, Deanne Austin, Nikki Pfennig, Alaina Neff, Danielle Buckmaster, Mary-Claire Kovacic

Opening and approval of previous meeting minutes

Erin motioned to approve, Jessica seconded, minutes were approved

President's Report

- a. Yearbook orders - Yearbooks are now available. Information has been put up on Facebook, sent home in folders, and will be added to the website.
 - i. Photos have been made available by Lifetouch (including class and candid photographs) and the office has shared a Google drive of photos that can be added as well.
- b. Lost and found
 - i. There is still an overabundance of items that have not been claimed. We will continue to post pictures and reminders in the coming weeks. At the end of the season, the office will send notice that all unclaimed items will be donated.

Vice President's Report

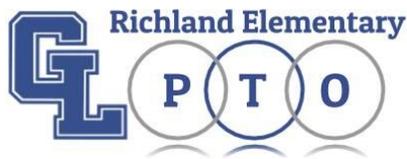
- a. Pastries with Parents - We are still working on the logistics of this event, but have the okay from Mrs. Buckmaster to meet before school. Options for how to get a headcount for food and coordinate with AACC were discussed. If details can be worked out, March 8 would be the tentative date - this would coincide with a PTO Meeting and Book Fair.
 - i. It was discussed if could send a flyer home if we aren't requiring a donation but they will be accepted, thus qualifying as a fundraiser
 - ii. Options were discussed for an area where parents would be able to take photos
 - iii. Computer room or conference room would need to be reserved to accommodate the PTO meeting
- b. PTO logo thank you cards - 100 card and envelopes would be ~\$100 A1 Printing, and would include cards with color logo and envelopes. Erin will look into online options to compare pricing.

Treasurer's Report

- a. Budget Update - The updated budget was presented.
 - i. We received a request from Mrs. Konenkamp and Mrs. Scalpone asking for meal funding for staff and teachers attending a reading conference in March. This request was approved.

Secretary's Report

- a. Bulletin Boards were updated for February.
- b. Website meeting is still in the works but looking likely before the next meeting
- c. Amazon Smile - Information was presented as to how we would sign up for Amazon Smile. Some basic information, including our 501C3 and banking information, is all that would be required. Shoppers would use smile.amazon.com, select our organization and 0.5% of sales would be donated. There is no price or merchandise difference between Amazon.com and



Smile.amazon.com. We will work through registration and once sign up is completed will send out a flyer with details to parents

Committee Chairs Report

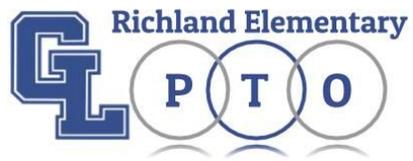
- a. Book Fair - The Spring Book Fair (Follett) will be held March 4th-8th.
- b. Staff Appreciation - Deanne Austin
 - i. Potato bar went over very well - Hot chocolate bar & wipes will run Monday
 - ii. Pie Day has been set up for March 14
 - iii. April TBD - conference lunch - potentially sandwich bar
 - iv. Teacher appreciation week May 6-10 - We are all set with a luncheon from Kitchen House, frozen yogurt from Menchi's, and an appreciation table to offer the opportunity to write notes to teacher and staff (which will be posted in the school) has been approved by Mrs. Buckmaster. We are still waiting to hear back from Qdoba.
- c. Wee Deliver - From Kai C Worm: After a slow start wee deliver has been going great!! We have had plenty of mail to deliver and the students have been enjoying it. There have been a few snow days on scheduled "delivery days" that we will catch up in May for those classes. Thanks for all the support!!
- d. Box Tops - on behalf of Julie Murphy
 - i. December/January collection total was \$240, far short of our \$400 goal. We will continue to send Facebook updates and reminders in the newsletter.
- e. Reading Month - Mary-Claire Kovacic
 - i. Mrs. Buckmaster would like to secure guest authors first and follow with scheduling activities around their availability. Denise Brennan-Nelson is available 3/12 via collaboration with the library. The school foundation will be paying for authors to come in. Another author and Richland native will be hosted on a Saturday in March, but would be willing to do a couple of Skype sessions during weekdays for students.
 - ii. Mary-Claire will email teachers to reach out regarding preferences on activities and scheduling to get everything finalized by the end of next week.

Principal's Report

- a. Kindergarten open house - This year's open house will be held at Richland Elementary. We are going to invite families to come in, hand in paperwork, and tour the building with a teacher or staff member in small groups who will answer questions. We will also be offering visits during the day by appointment only. The evening of March 25 is the tentative date. The PTO is welcome to put up tables in common areas to pass out information. Volunteers will be needed to escort parents/families to the library to be intercepted by staff during daytime roundup, date TBD. Open House will be a separate event.
- b. Mrs. Buckmaster expressed her gratitude for the potato bar conference dinner and upcoming hot chocolate bar.
- c. Volunteers will be needed for spring pictures on March 11

New Business

- a. Field Day - need to decide if we're willing to pay for photo booth again, which will cost over half of the budget for the day.
 - i. A Peachjar for donations thanking everyone who contributes and website promotion for businesses was discussed



- ii. Molly will look into the option of selling Field Day shirts as a fundraiser to pay for activities.

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