

Richland Elementary PTO

Meeting Minutes

Friday, March 8, 2019

9:00 AM, Richland Elementary Library

ATTENDEES: Deanne Austin, Shauna Carr, Jessica Greve, Molly Flora, Sherri Duncanson, Michele VanMiddlesworth, Julie Murphy, Cindy Wassa, Ryan Wassa, Erin Sullivan, Alisha Kent

Opening and approval of previous meeting minutes

Molly motion to approve, Erin seconded, minutes were approved

President's Report

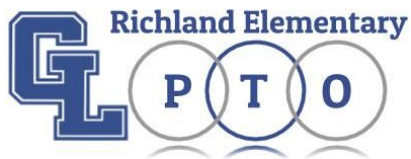
- a. Nominations and Election for officers - The end of this fiscal year will be Shauna and Molly's last year on the board. All positions are available as they are one-year terms. Nominations for board member candidates can be submitted until 2 weeks prior to the April meeting. If you would like to nominate yourself or someone else as a board member please contact via email at RichlandGLPTO@gmail.com.
 - i. Erin is willing to nominate herself for President but would also be happy to assist anyone who wants to run for president in her current VP role. Jessica is willing to nominate herself for a position other than secretary if that position is desirable to a new member.
 - ii. An email will be sent out including roles and information for nominating candidates
 - iii. Molly is willing to email the current program chairs and see who will be staying on and which positions will need to be filled for 2019-20.
- b. Field day T-Shirt Fundraiser options
 - i. A local company is willing to charge \$5/shirt that we can mark up to make sales constitute a fundraiser. We still need to set a price and design a shirt. The option to offer second graders a chance to vote on a design was discussed. When ordering becomes available we will include an option to sponsor a student, and the PTO is willing to cover any additional cost such that every student can obtain a shirt. Color and sizing choices yet to be determined, as well as an adult option for staff or parent volunteers.
- c. The option of Kindergarten roundup t-shirts was discussed.
- d. Open House - The option of having a raffle basket on hand that parents can register for with their name and email was discussed.

Vice President's Report

- a. PTO thank-you cards - Cards with the PTO logo have arrived and will be available in the storage room. Program chairs can retrieve or request cards to send out to those who donate to their programs.
- b. Movie Night - April 18 - The last movie night of the year will start admitting students around 5:45. We are currently seeking suggestions for movies. A Signup Genius for volunteers will go out closer to the show date.
 - i. The merits and pitfalls of showing the movie immediately after-school were discussed

Treasurer's Report

- a. Budget Update - The updated budget was presented.
 - i. Transportation for the 1st grade Gilmore Car Museum field trip in April was approved.
 - ii. Received a request for first grade for the Bubble Man science enrichment program.
 - iii. Approved reimbursement for food for teachers traveling to a reading conference.
- b. Forms for requesting funds - Note that there are separate reimbursement forms for grade level enrichment versus outside groups seeking money from the PTO.



Secretary's Report

- a. Website update - Jessica and Ryan were able to meet and start going through logistics for the new website. Still need to look through the site from an editing standpoint for ease of use, but changing over would offer chairpeople an opportunity to update their own pages and sync with Facebook.
- b. Bulletin boards were updated for March. Anyone with material they would like posted for April can contact Jessica.

Committee Chairs Report

- a. Book Fair - Cindy Wassa
 - i. Follett is an improved system versus Scholastic, from setup, register and ordering standpoint. Richland Elementary is the first in district to use Follett. The Scholastic BOGO Book Fair may be canceled. Thank you to Wassa Family for running on Saturday - we brought in \$500 in sales as GLYBA families came through the building.
- b. Staff Appreciation - Deanne Austin
 - i. Pie Day is next Thursday, 3/14, and we are still in need of a few pies.
 - ii. Conference meal / teacher appreciation plans are all set, including the Qdoba lunch. Jessica will cover for Deanne on Tuesday to setup and receive Qdoba caterers.
 - iii. Bookmarks from Menchie's should have gone home.
 - iv. Teacher Appreciation thank you note table will be passed on for this year
 - v. April 24 is administrative professionals day - Erin is happy to handle getting flowers and gift cards.
- c. Wee Deliver - No update
- d. Box Tops - Julie Murphy
 - i. Biannual collection submission was due to Box Tops for Education by March 1. We submitted \$650.70 and will receive a check in April. We will continue our monthly collections which will be submitted in June. The remaining collections will be included in the December 2019 check from Box Tops.
 - ii. Julie is working on short document to initiate incoming Box Tops chair.
 - iii. Based on the numbers this year, we will fall a few hundred dollars short of our collection goal, but will reevaluate this budget line next year.
- e. Reading Month - Erin Sullivan on behalf of Mary-Claire Kovacic
 - i. A draft information sheet and calendar of events was emailed to teachers asking for input, and final documents have been sent out. We were able to coordinate with GLCSF to cover a number of costs, including Denise Brennan-Nelson's visit and purchasing her books for each classroom.
- f. Field Day
 - i. Molly has secured a generator and may be able to get one bounce house as well. We will be seeking canopy donations to provide some shade, which will be included on the volunteer signup.
- g. Mileage Club - Restarts April 24

Principal's Report - Molly Flora on behalf of Danielle

- a. Danielle expressed her thanks for the hot chocolate bar, for help with reading month doors. She also said the Skype session with Katey Howes was great success, and the kids loved it.

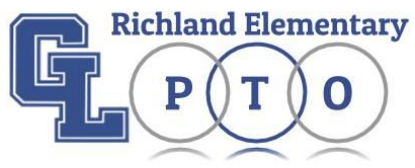
Closing

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