



Richland Elementary PTO - Meeting Minutes  
Friday, May 10, 2019 - 9:00 AM, Richland Elementary Library

In attendance: Sherri Duncanson, Deanne Austin, Cindy Wassa, Mary Claire Kovacic, Julie Murphy, Nikki Pfennig, Michelle VanMiddlesworth, Shauna Carr, Molly Flora, Aliana Neff, Erin Sullivan, Mr. Bell

Opening and approval of previous meeting minutes

#### President's Report

- a. Molly passed out thank you cards from teachers. Molly thanked PTO members for an amazing second year as president. She is grateful for the board members and chairpeople. Board gave gifts of GL logo mugs to chairpeople.
- b. Open chair positions for 2019-2029 – We have several open positions for next year:
  - Homecoming Parade: chairperson can build a float if they have access to a trailer or can simply organize students who wish to walk in the parade.
  - Movie Night: Set dates and organize three movie nights per year (previous chairperson -Erin Sullivan)
  - Reading Club: Families track students' reading to earn rewards. Parent volunteers are needed for each classroom to keep online records and deliver prizes (previous chairperson - Cindy Wassa)
  - Wee Deliver: This in-school postal delivery program is run by 2nd-grade students. Letters from friends and family are stamped, sorted and delivered to classrooms. Volunteers are needed for approximately 20 minutes two times per week to supervise students (previous chairperson - Kai C Worm)
  - Field Day: This event is held near the end of the school year and is a fun send-off for our students. Chairperson works with Mr. Bell to plan activities and organize volunteers and supplies (previous chairperson - Nikki Pfennig)
  - Mileage Club – This non-competitive program allows students to run or walk during their recess time one day per week for six weeks in fall and spring. Students earn prizes for laps they complete. Volunteers are needed at each recess to staff the track, punch cards, hand out prizes and keep track on students' progress (previous chairperson – Sarah Trantham)
- c. Field Day tshirt orders– Orders are coming in paper form and online. Orders are due next Wednesday. Tshirts are available in adult and youth sizes for \$12 each. This is a fundraiser for the PTO.
- d. Dates to remember – 5/17 popcorn Friday, 5/30 field day, 6/12 last day of school. Reminder that we need people to volunteer to be able to continue to do popcorn Friday next year.

#### Vice President's Report

- a. Movie Night recap: We made \$495 on the April movie night with 99 students participating. We had projected to make \$1,200 for the year. We made \$1,450 actual total income for the year. We are looking for a chairperson for next year.
- b. Request to fund Robotics teams - This year, Mr. English (3<sup>rd</sup> grade teacher at Ryan) had two teams of four to six Kindergarten through 2<sup>nd</sup> graders for the new program FLL Jr. He is asking for \$224.51 in our current budget to cover t-shirts for the current season. The PTO has requested the Kellogg PTO help cover the cost for the Kellogg students on the 2018-2019 teams. Next year, he 26 students have signed up for the program, 16 from Richland and 10 from Kellogg. He has asked for funds for next year:
  - o \$600-750 for purchase of Lego kits (for the most part a one-time cost of getting the teams up and running)
  - o \$300-350 to register each team for their Expo competition (this is a recurring fee that could be funded each year)

The PTO has asked the Kellogg PTO if interested in making a joint donation because the teams are comprised of students from each of our schools.
- c. Teacher Reimbursement for Travel - Earlier this year the PTO gave a group of teachers \$400 to cover meals at a reading conference. Recently the PTO received a request from three teachers to attend a Makers Summit for Educators this summer. They requested \$750 for hotel stay, meals and mileage. The PTO decided to give the teachers \$400 to be in line with what was given for the reading conference. The PTO board will develop a policy for this type of reimbursement for next year.
- d. Teacher Survey – Erin will develop a Google survey to ask teachers a few questions about our programs and give them an opportunity to provide ideas or suggestions for next year.
- e. Box Tops program changes – the Box Top program is going digital. By the start of next school year, parents will be able to download an app and choose our school to receive credit for box tops. Parents will no longer clip box tops but instead scan their receipts for our school to get credit. General Mills has acknowledged revenue from this new program will likely go down as parents adjust to the new app. Right now there is no way on the new app to track progress by classroom, but we will be able to see schoolwide progress.

#### Treasurer's Report

- a. Budget update – we received a check from Harding's Rewards for \$101. Also received a check from Box Tops for \$650. Most grade level enrichment requests and teacher reimbursement requests have been submitted for the year.
- b. End-of-year expenses – Shauna will check with Mrs. Koets to determine if more funds are needed for the Read and Ride program for the summer. The PTO will purchase gift cards for Deputy Kelm and Officer Scott. We raised quite a bit more than projected this year, mainly because our popcorn fundraiser did so well. Still have more than \$9000 remaining for expenses. We have not paid for everything yet for the year.

#### Secretary's Report

No report because Jessica could not attend the meeting

#### Committee Chairs Reports

- a. Staff Appreciation – Deanne Austin reported that staff appreciation week went extremely well. Thankful for all the donations. Got almost all that was needed. Did not get many cash donations.

Perhaps next year we should send an envelope home for cash donations. Michelle VanMiddlesworth volunteered to chair staff appreciation committee for next year.

- b. Box Tops – Julie Murphy reported that we collected \$117 dollars in box tops this month. Our total for the year is \$1,700. We have one more collection before the end of the year. We receive two checks per year, even though the chairperson submits box tops each month.
- c. Field Day – Nikki Pfennig reports she has the dunk tank secured. She paid a \$70 deposit. The total cost is \$140, including a \$45 discount. Bounce houses are coming from Big Air Bouncers at a cost of \$280. Nikki will send out a Sign Up Genius for supplies and volunteers. Mr. Bell reported that 1<sup>st</sup> grade and Kindergarten will have field day in the morning from about 9:15 to 11:30. Parent volunteers meet starting at 8:45 at the end of the 2<sup>nd</sup> grade hallway. Parent volunteers will stay with the stations and teachers will take kids from station to station. Second grade field day will be in the afternoon from about 1:30 to 3:30. Mr. Bell thanked PTO parents for providing 850 snacks for students during Kids Heart Challenge in gym classes. He says just online donations as of today are at \$12,180. Paper orders have not yet been tallied. Mr. Bell says the program is a great way to raise money for a good cause, and for kids to learn about making healthy choices. He also gets money from the program to purchase supplies for PE. In his nine years at the school, Richland EL students have raised \$105,000 for Jump Rope for Heart/Kids Heart Challenge.

### **Principal's Report**

Mrs. Buckmaster thanked the PTO for an amazing staff appreciation week! She says field day t-shirt orders are coming in steadily. She thanked Molly and Shauna for their work on the PTO for the past two years, and welcomed new members to the board, Sherri Duncanson and Mary Claire Kovacic.

### **New Business**

### **Closing**

Molly Flora, President - [mollyflora86@gmail.com](mailto:mollyflora86@gmail.com)  
Erin Sullivan, Vice President - [erintsullivan@gmail.com](mailto:erintsullivan@gmail.com)  
Shauna Carr, Treasurer - [cscarr01@att.net](mailto:cscarr01@att.net)  
Jessica Greve, Secretary - [jessica.k.greve@gmail.com](mailto:jessica.k.greve@gmail.com)