



Richland Elementary PTO - Meeting Minutes

Friday, September 13, 2019 - 9:00 AM, Richland Elementary Library

ATTENDEES: Monica Anschuetz, Emily Dixon, Mary Claire Kovacic, Melissa Boboltz, Sabrina Riley, Nico Mukendi, Shannon Angel, Alaina Neff, Misty Osborn, Tiffany Wedge, Danielle Buckmaster, Alexandra Locovei, Amber McDermott, Kristina Fredryk, Michelle VanMiddlesworth, Sherri Duncanson, Erin Sullivan, Alisha Kent, Jessica Greve

President's Report - Erin Sullivan

- a. Welcome - The board members and present committee chairs were introduced. The purpose and process surrounding board functions was discussed.
- b. Calendar of Events - The updated yearly calendar of events was distributed and discussed.
- c. Strong Start - We raised \$11k last year, which out performed Read-a-thon of the previous year. Materials sent home should clearly communicate what our needs are and what funds go toward. Local businesses received emails for funds as well. So far we have raised \$4,230 from 20 donations. We are hopeful that donations will pick up in the final days.
- d. Box Tops changes - There is a Box Tops app available to scan receipts for credit, but we are still collecting clipped coupons from packaging which will be accepted until expiration. We are set for classroom parent volunteers to count those Box Tops being sent in.
- e. Homecoming - The theme for 2019 is "Haunted Homecoming." We are still seeking a chairperson to organize those who wish to walk in the parade. A trailer is not required but would be helpful, and would offer an opportunity for students to decorate.
- f. Makers Night - Teachers at all grade levels have organized Maker's Night on October 8, which will be an opportunity for families to participate in free activities related to Science, Tech, Engineering, Art, Math. The PTO has approved the purchase of the remaining Amazon Wishlist supplies for this event. We will be seeking parent volunteers for that evening, primarily functioning as greeters and giving directions to different activities. A food truck will also be available.

Vice President's Report - Mary Claire Kovacic

- a. We have secured two restaurant fundraisers
 - i. Nov 11 @ Culver's - 10% of sales will be donated. We will need ~3 volunteers to work behind the counter and 3 in the dining room.
 - ii. Feb 3 @ Panera Bread - they will donate 20% of pre-tax sales, may need volunteers for this event as well.
 - iii. Events will be promoted via Peachjar, Facebook events and the PTO website

Treasurer's Report - Sherri Duncanson

- a. The current budget was presented. Emphasis was placed on Strong Start as a critical part of our funds for the year.
- b. STEAM supplies were a new addition to our expenses. We also increased the budget for Friday Fillers (a program providing weekend meal assistance for qualifying families), transportation for field trips, and individual teacher reimbursement.

Secretary's Report - Jessica Greve

- a. Bulletin boards have been updated for September.
- b. Website & Facebook updates
 - i. We will add events on Facebook for upcoming restaurant fundraisers
 - ii. Information that is available on Facebook is also made available on our website for parents who do not utilize social media
- c. Newsletter scheduled to be sent after minutes are available

Committee Chairs' Report

- a. Reading Club - Alaina Neff
 - i. The goal for this year is to get books to kids as prizes for participating in the program
 - ii. New slip will be a monthly calendar, as opposed to the two-week form used last year
 - iii. The program will include lower level trinkets to keep kids interested, books every 1000 minutes as well as restaurant coupons and lunches with Mrs. Roberts and Mrs. Buckmaster.
 - iv. Monthly Pizza Hut coupons will be given out for turning in a form for any month, regardless of the number of minutes read.
 - v. Parents volunteers for each classroom will collect and enter information into a spreadsheet and hand out prizes.
 - vi. The option for donated books, gently used and current, was discussed.
 - vii. Alaina will also be contacting the Richland Library to determine if we are eligible for any type of grant to purchase books
- b. Mileage Club - Mary Claire Kovacic
 - i. We will need 3-4 parents per recess to volunteer once program starts next week
 - ii. Younger siblings can run and earn tokens
 - iii. Mary Claire will send a reminder email to teachers next week
 - iv. A reminder was given that if first- or second-grade students have lost their chain, it is 50 cents to get a replacement. Kindergarten students will earn their chain when they receive their first token.
- c. Holiday Gift Shop - Alisha Kent
 - i. Dates have been confirmed
- d. Teacher Appreciation - Michelle VanMiddlesworth
 - i. It was noted that one staff member has a high nut allergy, which will be mentioned in all sign ups pertaining to food that would be coming in. Changes may be made towards non-food or pre-packaged items for future appreciation events to ensure safety.

Items for Approval

- a. Resolution to approve temporary change to PTO account at Fifth Third Bank
 - i. Sherri was victim of fraud last month, and has asked to remove her name from the account temporarily until personal accounts are cleared
 - 1. Jessica motioned to approve, Alaina seconded
- b. Resolution to approve proposed 2019-2020 budget
 - i. Alaina proposed an addition to the Reading Club budget to purchase books, changing the allotted amount to \$1500. It was decided that we would further discuss this increase once Strong Start concluded and we have a clearer picture of income for the year.
 - 1. Jessica motioned to approve, Monica seconded
- c. Approval of previous meeting minutes
 - i. Jessica motioned approve, Monica seconded

Principal's Report

- a. Thank you for putting together teacher gifts for September
- b. Volunteers will be needed from 5-7pm on Maker's Night, kids are welcome to help as well and parents can come any time during the program timeframe.
- c. Special thanks to parents and board members for increasing teacher budget
- d. Thank you for STEAM items to be used for Maker's Night. These tools will also be available for teachers to check out during the school year.
- e. Strong Start information will be included in the next school newsletter, and Richland Elementary will continue sharing our information from Facebook.
- f. Thank you to the board for being organized and prepared for the school year ahead.
- g. Danielle welcomed parents to email her with any questions or concerns

Closing

2019/2020 Richland Elementary PTO Board

Erin Sullivan, President - erintsullivan@gmail.com

Mary Claire Kovacic, Vice President - kovacicmc@gmail.com

Sherri Duncanson, Treasurer - sherriduncanson@hotmail.com

Jessica Greve, Secretary - jessica.k.greve@gmail.com