



## Richland Elementary PTO - Meeting Minutes

Friday, October 11, 2019 - 9:00 AM, Richland Elementary Library

ATTENDEES: Jessica Greve, Katie Roseboom, Monica Anschuetz, Melissa Boboltz, Mary Robertson, Michele VanMiddlesworth, Sabrina Riley, Tiffany Wedge, Erin Sullivan, Sherri Duncanson, Janeen Bussema

### President's Report - Erin Sullivan

- a. Thank you to parents who have volunteered to help with Mileage Club, Maker's Night, and all of our volunteer opportunities throughout the year so far
- b. Strong Start results - \$10,033 total raised. This is short of our goal of \$15,000 but it was a good run, and only about \$850 less than last year
  - i. Just under 100 donations for about 400 students in the school. Almost \$7,000 came from 15 people who gave \$250 or more -- as expected, we have a smaller group of donors giving larger amounts.
  - ii. Solicited community and school family businesses for large amounts
  - iii. This fundraiser takes a lot of work to make it successful, but we are happy with the results. Fundraising efforts are always open to discussion for next year.
  - iv. The current budget does not need to be altered due to shortcomings at this time, but we will review expenses carefully as they come in for the year. Priorities we'd prefer not to adjust include field trips, grade level enrichment, teacher reimbursements, Read & Ride, and Friday Fillers
- c. Popcorn Fundraiser - Orders are due next Friday. Last year this fundraiser brought in \$6,400 exceeding our expectation of \$2000. We kept this fundraiser as the PTO receives 50% of sales.
  - i. Update on final sales at next meeting
  - ii. Extra order forms are available across from the office in the metal filing cabinet
- d. Homecoming
  - i. Parade will be held next Friday at 5:30 from village square to behind middle school. Each school will build a float/walk. Historically Richland Elementary has walked with a banner. Jenn Pickens has secured a trailer and is willing to coordinate decorating but we are looking for someone with a truck who's willing to pull it in the parade
  - ii. Decorating will most likely be done after school on Friday with the trailer at the school
  - iii. If your student is walking, a parent must be with them during the parade - more information on these activities early next week
  - iv. Participants should plan on bringing a bag of candy to toss during the parade
  - v. GL apparel can be purchased at Mailings & More, Dollar General, and within the high school
- e. Reading Club - Program updates from Erin Sullivan behalf of Alaina
  - i. New monthly calendar came home for participants
  - ii. We still need a few more volunteers for classrooms to tally logs and hand out prizes, you can email Alaina if you can help out
  - iii. We are looking for feedback as the program continues
  - iv. We may want to reassess hat/water bottle/bag prizes at this time - suggestions welcome
- f. Picture Retakes - Oct. 22
  - i. A few volunteers will be needed (<2 hour time commitment) to escort students to/from the library. Volunteers can email Erin if they are available
- g. Conference schedule changes
  - i. Taco bar Wednesday afternoon, possibility of pizza being ordered on Friday
  - ii. Sign up genius coming out soon
  - iii. Updated schedule: Wednesday conferences / Thursday half day / Friday No school & conferences continued

### Vice President's Report - Erin Sullivan on behalf Mary Claire Kovacic

- a. Hungry Howie's Fundraiser - The company requires a commitment for 1 night/month for fundraising and if <30 pizzas are sold no donation would be made

#### Treasurer's Report - Sherri Duncanson

- a. The updated budget was presented
- b. List of field trips was provided, and we should be set for all grade levels based on current budget

#### Secretary's Report - Jessica Greve

- a. Bulletin boards have been updated for October
- b. Amazon Smile as of October 4 there were 49 purchases, optimistically we should be receiving a donation in November.
- c. Business donors and those who wanted to be recognized were added to the Strong Start page of website
- d. Secretary position 2020-21 - Jessica is moving to the opposite side of the district and will not have a student attending Richland next year. If anyone is interested in seeing what the position involves throughout this year, please send her an email.

#### Committee Chairs' Report

- a. Mileage Club - Erin Sullivan on behalf Mary Claire Kovacic
  - i. Thank you to volunteers and to Mrs. Buckmaster and the Maintenance Department for painting the white lines on the field to keep students on track. It has helped the new kindergarteners learn where to run this year.
  - ii. Many thanks to the lunchroom staff who have come out to help and run with the kids.
- b. Box Tops - Katie Roseboom
  - i. Currently you can clip and scan for double points
  - ii. Expired Box Tops that are Ziplock or Yoplait can be called in for redemption due to misprint
  - iii. The Halloween template received good feedback, but there is a cost to print them. A template will be sent out via email/Peachjar/available on the website for parents to print at home. We can also share it with teachers if they wish to send them home in students' folders.
  - iv. We are currently working on a method for collecting receipts from parents/grocery stores

#### Items for Approval

- a. Approval of previous meeting minutes
  - i. Erin moved for approval, Jessica seconded, minutes were approved

#### Principal's Report - Janeen Bussema on behalf of Danielle Buckmaster

- a. Danielle appreciates all the hard work put into Strong Start
- b. Maker's Night was a huge success, many thanks for PTO funding, as we are getting great feedback from families
- c. Spirit week next week - teachers should be sending out different days, will share on Facebook
- d. Halloween Parade happening at the end of the month - kids will pack costumes and put them on in the afternoon
  - i. Teachers will let parents know what assistance they will need with costumes
  - ii. We are asking that parents do not walk with individual classrooms, but stay in the designated areas (library, cafeteria)
  - iii. Time TBD, but 2:00 or 2:15 most likely

#### Closing

##### **2019/2020 Richland Elementary PTO Board**

Erin Sullivan, President - [erintsullivan@gmail.com](mailto:erintsullivan@gmail.com)

Mary Claire Kovacic, Vice President - [kovacicmc@gmail.com](mailto:kovacicmc@gmail.com)

Sherri Duncanson, Treasurer - [sherriduncanson@hotmail.com](mailto:sherriduncanson@hotmail.com)

Jessica Greve, Secretary - [jessica.k.greve@gmail.com](mailto:jessica.k.greve@gmail.com)