



Richland Elementary PTO - Meeting Minutes

Friday, November 8, 2019 - 9:00 AM, Richland Elementary Library

ATTENDEES: Alaina Neff, Sabrina Riley, Erin Sullivan, Sherri Duncanson, Jessica Greve, Alisha Kent, Tiffany Wedge, Maren Uggen, Kristina Fredryk, Jenn Pickens (on behalf of Mrs. Buckmaster), Cindy Wassa, Michelle VanMiddlesworth, Mary Claire Kovacic

President's Report - Erin Sullivan

- a. Popcorn Fundraiser - Second year running, huge success again. Sold >\$17,000 worth of products, final profit >\$8,000.
 - i. Products will be delivered to school 11/14
 - ii. Erin will look into shipping reduction for online orders next year
 - iii. Student winners were announced this past week
- b. Amazon Smile information was discussed, and a reminder will be sent out to use smile.amazon.com, adjust phone settings, etc. on Facebook, Peachjar, and the next newsletter
- c. Candle Fundraiser - Kalamazoo Candle
 - i. Flyer will be going home 12/2 with order form and information on back. Paper order form only this year, and Erin will pick up candles to send home with students. Fundraiser will run through 12/11.
- d. Popcorn Friday - Nov. 15
 - i. Options for movie theater donations were discussed
- e. Movie Night
 - i. First movie night saw >100 students, and raised ~\$500. Could've used a few more parent volunteers
 - ii. Having the option to go outside for a short period before the movie was discussed
 1. Playground is not open to the public after school due to AACC. Special requests have to go through for Movie Night to occur in the gym as is.
 2. Jenn will discuss with Mrs. Buckmaster
 3. Option was also discussed to let kids have dance/activity time in the gym prior to the movie starting

Vice President's Report - Mary Claire Kovacic

- a. Culver's Night Update - Monday, November 11th
 - i. Mrs. Buckmaster, Mrs. Pickens will be there, as we will need 3 volunteers behind the counter and 3 in the dining room
 - ii. 10% of all sales from 5pm-8pm will be donated
- b. The option of adding a donation to sales from Arby's/Applebees was discussed

Treasurer's Report - Sherri Duncanson

- a. Updated budget was presented
- b. Will add percentages column to the budget sheet to see how much we've actually earned based on our goals

Secretary's Report - Jessica Greve

- a. Bulletin boards have been updated for November
- b. Secretary position 2020-21 - Tiffany Wedge has expressed interest in learning about the position
- c. Applebee's fundraiser opportunity was discussed

Committee Chairs' Report

- a. Reading Club - Alaina Neff
 - i. The first month reading logs are coming in for volunteers. Alaina will be finalizing details and stocking lockers today.
 - ii. First rounds of prizes should be delivered by 11/15
 - iii. Book vouchers go to teachers, not to students

- iv. We are using up leftover prizes, but primary expense is books
 - 1. New or like-new book donations welcome, but we are working on how to share information and the logistics of receiving and storing donations
 - v. Alaina will look into donations from Costco and Meijer, Gull Lake Foundation, Richland Library
 - 1. Sherri will need copies of application for grant funds if awarded
 - vi. Stickers will be added to book prizes to indicate they were provided by Richland PTO / Reading Club
 - vii. The varying levels of minute recording - adults reading to children versus children reading themselves - were discussed
- b. Book Fair - Cindy Wassa
 - i. Follett Book Fair will be held December 2-6. Set up details are being worked out, as Thanksgiving Break occurs immediately prior to start of the Fair, and time generally used to receive and set up books.
 - ii. A schedule for preview and shopping days will be sent out to teachers Tuesday next week, and a volunteer sign up will be available soon
 - iii. A general overview of how our book fairs work was discussed.
 - iv. Cindy will check with sales rep to see if we qualify for tax exemption status
 - c. Holiday Gift Shop - Alisha Kent
 - i. Alisha visited the supplier and selected items to be delivered the Monday of Thanksgiving week.
 - ii. The shop will run 12/9-12/12 - Four days of shopping plus a few days of setup/teardown
 - iii. A general overview of how our holiday gift shop works was discussed. This fundraiser allows students to shop for family and friends and bring home wrapped and labeled gifts
 - iv. Volunteer signup coming soon
 - d. Staff Appreciation - Michelle Vanmiddlesworth
 - i. Gull Meadow Farms donated cider and donuts for November
 - e. Box Tops - Katie Roseboom
 - i. Check coming Jan. 1 - \$58 app, \$353 clipped, should be just around \$400
 - ii. Updated bulletin board with classroom counts

Items for Approval

- a. Approval of previous meeting minutes
 - i. Jessica motioned to approve, Sherri seconded, minutes were approved.

Principal's Report - Jenn Pickens on behalf of Mrs. Buckmaster

- a. Officer Scott is retiring from Richland EL and moving to MI State Police. He will be saying his goodbyes to the students this morning. Two new officers will be replacing him and have stopped in regularly
- b. Thank you for conference meals and to Michelle and parent volunteers for providing food.
- c. Thank you for regular communication with teachers and staff
- d. Movie Night wouldn't have been possible without awesome volunteers, thank you to all those who came out

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