



Richland Elementary PTO - Meeting Minutes

Friday, January 10, 2020 - 9:00 AM, Richland Elementary Library

ATTENDEES: Erin Sullivan, Mary Claire Kovacic, Sherri Duncanson, Jessica Greve, Jamie Pearson-Orlando, Tiffany Wedge, Shannon Angel, Kelly Klein, Sabrina Riley, Michelle VanMiddlesworth, Nadine Lins, Amber McDermott

President's Report - Erin Sullivan

- a. Lunch debt - Decided as a board to pay off lunch debt at Richland EL (\$465). Funds from Friday Fillers were utilized as this year all students are covered from other sources, so money was relocated with a similar purpose.
 - i. A thank you note from GL Food Service was shared
- b. Art fundraiser - Mrs. Loichinger will launch a fundraiser where each student creates a piece of art that can be transferred onto an item (i.e. water bottle, coffee mug, mouse pad, keychain)
 - i. All pieces of art will be mailed out and a mock up order form will be available showing personalized items from your student's art
 - ii. 33% of profit goes back to Richland EL
 - iii. The PTO will assist with promotion on our bulletin boards, website, and Facebook page

Vice President's Report - Mary Claire Kovacic

- a. March is Reading Month - A draft calendar of activities was distributed. This year's activities are similar to last year's. Teachers were offered an opportunity to offer comments/concerns/feedback before finalization. Scheduling for author visits is still in the works, and may affect some dates depending on availability.
 - i. The floor was opened to anyone who may have comments or suggestions
 1. Entire school collaborative projects were discussed (i.e. book stars in K, 1st grade adds, 2nd grade finishes, final book read at an assembly)
 2. Dr. Seuss parade options were discussed, as well as class participation counts
 3. Ideas and suggestions can be emailed to Mary Claire
 - ii. Aiming for 1 author on site in collaboration with GLCS Foundation
 - iii. Working with local bookshop and Richland Community Library to organize author events
 - iv. ~10 authors eager to visit Michigan schools, Lisa Wheeler was top choice by teacher poll
 - v. We are open to offering order form for book orders
- b. Restaurant fundraisers
 - i. Panera fundraiser - Feb. 3. This will be similar to Culver's, but a flyer must be presented for purchase to count towards donation
 1. If we are unable to send flyers home, Mary Claire will email to teachers and possibly hand out flyers to cars at drop off
 2. The option was discussed of handing out stickers to students that say "Meet me at Panera" to remind families to attend
- c. Multimedia Art Club
 - i. Thursday's after school, led by Mrs. Loichinger in the art room @ Richland EL. Students can use various types of media to create a wide array of projects for an hour after school. In addition, this program uses a punch card system which makes for a flexible schedule option

Treasurer's Report - Sherri Duncanson

- a. The updated budget was presented
- b. Book Fair proceeds - We have a \$55 shortage this year, however Sherri is planning to meet with Cindy Wassa and Cindy Roberts to figure out logistics. We will be working on making Book Fair finances more transparent.
 - i. Cindy Roberts offered insight that she prefers Follett to Scholastic, as they offer a greater selection of library bound books
- c. Box Tops Check for \$1094.90 was received

Secretary's Report - Jessica Greve

- a. Bulletin boards have been updated for January & February
 - i. Add Art fundraiser to bulletin boards - including products to indoor board
- b. Secretary 2020-21 update - Jessica and Tiffany will be meeting next Friday to talk about Secretary roles and responsibilities. If anyone else is interested in learning about the position, you can email Jessica to schedule a meeting.

Committee Chairs' Report

- a. Staff Appreciation - Michelle VanMiddlesworth
 - i. December - Kitchen House catering before break, which was very well received
 - ii. January - Sign up going out today to donate classroom supplies - crayons, pencils, markers, etc.
 - iii. February - Conference meal of baked potato bar with salad - sign up will go out at the end of January
- b. Box Tops
 - i. Received check for \$1094.90
- c. Movie Night - Next week, Sign Up Genius to volunteer is available
- d. Reading Club
 - i. Prize distribution was discussed, including offering parents a list to see what prizes are coming up next, and what is earned at each minute level
- e. Concerns were raised about communication with Kindergarten parents regarding programs (i.e. how they work, what they are). Options were discussed to improve understanding of PTO sponsored programs:
 - i. Share PTO Information at Kindergarten roundup, curriculum night
 - ii. Offer an option to sit down with PTO Board to discuss programs, or "Meet the PTO Night"
 - iii. Offer rundown of programs - time for parents after Curriculum Night or Kindergarten Roundup to talk about ABC's of Richland EL for those who may just be joining the school district
 - iv. Visual poster for each program outlining details
 - v. Add "Events" on Facebook for other activities outside of Meetings and restaurant fundraisers - Popcorn Friday, Mileage Club, etc.

Items for Approval

- a. Approval of previous meeting minutes - Erin motioned to approve, Mary Claire seconded, minutes are approved

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