



Richland Elementary PTO - Meeting Minutes

Friday, February 14, 2020 - 9:00 AM, Richland Elementary Library

ATTENDEES: Erin Sullivan, Mary Claire Kovacic, Jessica Greve, Sherri Duncanson, Katie Roseboom, Michele VanMiddlesworth, Tiffany Wedge, Nadine Lins, Alisha Kent, Alaina Neff, Kelly Klein

President's Report - Erin Sullivan

- a. Paypal issues - Erin was able to speak with a representative and sort out our required documentation and reduce our fee to 2.2% instead of 2.9% due to our 501c3 status.
- b. Movie Night - We deposited \$665 from the January movie night. The movie night originally scheduled for 4/16 will be moved to 4/23 due to literacy night.
- c. Reading Club book donations - A book with inappropriate/above grade level content was donated for the book cart. This book was promptly exchanged. 131 books were handed out last month for December Reading Log participation. We will be working to create a flyer for Peachjar/teachers to send home to formally ask for donations / order \$1 books from Scholastic, which would include some recommended books.
- d. Mrs. Roberts retirement - School plans have not yet been determined, but Mrs. Roberts will return to train whoever replaces her. A card was passed around to sign congratulating her on retirement.
- e. Popcorn Friday - This date was changed to 2/21, and still needs one more helper to pop in the morning. The Sign Up Genius link will be promoted via Facebook.

Vice President's Report - Mary Claire Kovacic

- a. Author Visit for March Reading Month - Pamela Cameron - March 19th
 - i. Order forms will be going home for copies of Sport: Ship Dog of the Great Lakes - more information will be available soon.
 - ii. There will be three grade level sessions in the afternoon, and we will be reaching out with plans and will coordinate with Mrs. Buckmaster.
- b. Discussion of additional author visit - David FitzSimmons - March 10th
 - i. Date that works for Richland does not work for David, but we were still working with Kellogg PTO to see what the final costs would be
 - ii. Expenses would be a minimum of \$675, and higher with travel costs
 - iii. After some discussion, those present came to the conclusion that it was not worth the time or finances to schedule a second author visit this year.
- c. March Reading Month
 - i. Current Year (Reading Month materials) - Mary Claire will need assistance with:
 1. Cutting card stock bookmarks
 2. Cutting card stock for book covers/sorting. It was noted that the UPS store will cut card stock free of charge
 - ii. Next Year (author visit)
 1. Laurie Keller - Mary Claire will share contact information so we can work on scheduling her for next March, and possibly share costs with Kellogg/Ryan
- d. Panera Bread Fundraiser - Our total donation received was \$144.83 from Panera.
 - i. Other restaurant fundraiser options were discussed, including Applebee's, Qdoba, and Jaspere's Pizza.
- e. VP Position for 2020-2021 - If anyone is interested please contact us at RichlandGLPTO@gmail.com
 - i. All positions are available, and information about nominations will be sent out soon.
- f. Spring Mileage Club - Due to scheduling conflicts, Mileage Club will be moving to Thursday recess for the spring
- g. Tax letters for Strong Start donations went out mid-January

Treasurer's Report - Sherri Duncanson

- a. Updated budget was presented
- b. Only 28% of expenses have gone through so we expect more to come as the year moves forward

- c. Cash deducted from Character Development - Principal expenses will be relocated to the principal's reimbursement line as that more appropriately describes how the funds were used.
- d. Sherri and Erin met with Cindy Wassa to discuss All for Books / Book Fair finances -- this is a process where coupons are given to students who may not be able to afford a book, and the costs are at least partially covered by the change drive money. Change drive money is also utilized to purchase any remaining teacher wishlist items at the conclusion of the book fair. Sometimes there isn't enough change to cover both of these expenses, so a line item was added to the budget to ensure we could pay for both.

Secretary's Report - Jessica Greve

- a. Shadowing for 2020-21 secretary - Jessica met with Tiffany to discuss current secretary responsibilities, and Tiffany will be shadowing until the end of the school year. If anyone else is interested in learning more about this board position, please contact Jessica.
- b. Bulletin boards updated for February, including art fundraiser
- c. Amazon Smile 2/20 - We are due for another Amazon Smile donation, but email notifications generally come through on the 20th.

Committee Chairs' Report

- a. Staff Appreciation - Michele VanMiddlesworth
 - i. Conference meal for February was very well received. March event is TBD.
- b. Box Tops - Katie Roseboom
 - i. There has been a decline in Box Tops participation, and the Dec/Jan count was only 521. Clippable Box Tops are phasing out, so we will promote via email/Facebook information about how scanning works
 - ii. The next submission is March 2, and a check will come in April
- c. Reading Club - Alaina Neff
 - i. The option of eliminating or changing some of the prizes for next year was discussed
 - ii. Lockers still need to be stocked and organized, and parent volunteers are being asked to pause on prize distribution until they can be restocked.
 - iii. A future meeting regarding the details and future of Reading Club was discussed, no date was set.
 - iv. Alaina requested that parents please email feedback regarding Reading Club to RichlandGLReadingClub@gmail.com
 - v. Prize list will be shared via Newsletter/Facebook in the coming weeks.
- d. Yearbook
 - i. Erin on behalf of Sarah Trantham - Everything is going smoothly with yearbook preparations, and order forms will be ready by next month
- e. Art Fundraiser forms will come home in March

Items for Approval

- a. Approval of previous meeting minutes - Jessica motioned to approve, Mary Claire seconded, minutes have been 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