



## **Richland Elementary PTO - Meeting Minutes**

Friday, November 19, 2021 - 9:00 AM, Richland Elementary Cafeteria

Attendees: Brooke VanMiddlesworth, Sherri Duncanson, Mary Robertson, Amanda Stiltner, Kelly Klein, Elizabeth Seeger, Aviva Lucicno, Tiffany Wedge

Called to order: 9:04 AM

### **President's Report - Brooke VanMiddlesworth**

A. Kalamazoo Candle Sale - Starts Dec 3rd runs through Dec 12th, special code to put in at checkout. Flyer being sent out with kids and on Peachjar.

B. Holiday Shop - runs 12/14 through 12/16. Setting up on 12/13. Sign up sending out soon for parent sign ups. High schoolers are available after 2:20 with wrapping. Brooke checking on if bags were included with items or not. Otherwise we will need wrapping paper donated.

App on the phone to scan everything instead of one central scanner. Follow up on whether kids have time to come and look before they buy.

C. Teacher Appreciation- Holiday Gift Coffee cups with hot cocoa bombs, and gift card

D. Popcorn Friday was a success. - pricing out options for cheaper popcorn. Horrock ask for pricing. Or a larger vendor that would have it.

E. November Teacher Appreciation- Thank You Donuts for the teachers provided by Gull Meadow farms

Reading month - Sheets will be provided to the teacher and collect at the end of each month. Small book or prize for each kid that meets the minutes requirement for each month. December - through March.

Talk to Mrs. Buckmaster for if we can send sheets out with students or not. Also put on Peachjar for them to print out themselves.

Goodie bags for January new year gift. Giving a pencil and small notebook to make new friends. Mary pricing. Looking at Oriental Trading.

### **Treasurer's Report - Sherri Duncanson**

a.. The Goodies Factory - budgeted \$3500. Sold \$12,656 receiving - \$6,338 in profits. Nothing being delivered here except the popcorn being delivered for the prizes for the kids. Jessica will let us know when the popcorn arrives to separate to give to the kids. Three boxes and the movie popcorn to the class Mrs. Roland that won the free movie day for selling the most. Popcorn going home with kids Monday or Tuesday that sold over 3 items. 67 students will have at least one bag

Budget - new items added including restaurant fundraisers. Pure Mex trying to schedule one that works around Grad Bash.

School/Student festivities added for anything we want to do with the holiday's. Horrock ask for pricing. Or a larger vendor that would have it.

Signs for PTO meeting we need new signs to put on the corner to let parents know about upcoming meeting. Sherri will order from Vista Print.

Walmart & Target both have programs that they will donate gift cards to purchase gifts for the teachers. Brooke going to check into the drive to see if we have any forms already on there.

January movie night. Planning on showing a movie. Will get

### **Principal's Report – Mrs. Buckmaster**

a.Thank you's - Tour Night Help, Popcorn Friday, Staff Appreciation: Lounge Snacks, Lunch, etc.,

b.Staff Gift - Principal's Funds from PTO

### **Items for Approval**

a. Prior meetings minutes from 10/15/21. Sherri made a motion to approve and Mary Seconded

b. 2021-2022 Budget Brooke motion to approve and Mary Seconded

Meeting Adjourned: 9:55 am

**2021/2022 Richland Elementary PTO Board**

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