**Richland Elementary PTO - Meeting Minutes**

Friday, October 15 - 9:15 AM, Zoom

Attendees: Brooke VanMiddlesworth, Mary Robertson, Sherri, Tiffany Wedge, Aviva Luciano, Kelly Klein, Jason Schut, Jen Schapp, Julia Scheffers, Amanda Stiltner, Michele, Danielle Buckmaster

Called to order: 9:19 am

 Presidents Report:

1. **General Updates -** Break Room Stock – all items were fulfilled and dropped off. Thank you to all parents who helped!
   1. Teacher conference Food – all items are signed up for except onions. Thank you to all the amazing parents who helped make this a reality.
   2. Teacher surveys – decent responses but need more participation. Brooke will send out a reminder to gather more responses.
   3. Reading Club – still planning on holding. Aviva and Brooke would run. Bookmark or prize at the end instead of small prizes throughout the year.
   4. Donut and Cider For teachers, - Amanda and Brooke would provide for the teachers.
   5. Building – Open house. Theme “Thanks for popping in” Will have popcorn, photo opportunity, and PTO information with signup for parents to have provide their email and contact information.
2. **Board Elections** - President: Nominee Brooke VanMiddlesworth Vice President Nominee: Mary Robertson. Voted on and approved for both members.
3. **Committees –** Aviva will be committee head for Reading Club.

Amanda will be committee head for teacher appreciation.

d.          **Fundraisers-**

**a.** *Goodie Factory,* Oct 22- Nov 12, just candy, popcorn, and cookies because they are able to be done online. Packets are sent home, and parents can set up their students’ information on the portal. Class that sells the most will have popcorn and movie. Kids also earn a popcorn bags for every 3 items they sell.

b. *PureMex Richland Elem. Night* – 10% of all proceeds will come back to PTO. Show flyer and we can have volunteers outside of the restaurant to hand out the flyers. Also put on the Kalamazoo local page for advertising. Date TBD.

c. Candle Fundraiser – Kalamazoo candle fundraiser to supplement our missed items we can’t sell with the Goodie Factory. Fundraiser will be Dec 3-12th.

d. *Holiday Shop* – Approved to do in the building. Dates TBD. Brooke contacting vendor on supply issues/time

Additional Topics:

Discussed restock supply drive in January for the teachers to get Clorox wipes, and other supplies.

Adding ‘Donate directly to the PTO’ option – Brooke going to post link on the FB page.

Treasurer’s Report - Sherri Duncanson

1. **Budget update** – Sherri & board will update the budget now that we have new discussions.
   1. Remind parents to sign up with Amazon prime & Hardings

b. **990** – done and submitted for tax purposes

Secretary’s Report - Tiffany Wedge

a.         Updated the website

b.         Added Sept meeting notes to website and FB

c. Asked about Wee Deliver – put on hold because of space and mailboxes being down.

Principal’s Report – Mrs. Buckmaster

1. *Homecoming* - Thank You to all parents and the PTO for the work on the float and participation.
2. *Volunteer Update* – limited number of volunteers allowed in the building. Teachers decide but not more than one volunteer per classroom. PTO requests go through Mrs. Buckmaster. Volunteers must do the background check before volunteering. Ask for the form from your teacher or the office. One form is good for the whole district and every year a new form needs to be filled out to be a volunteer.
3. *Building Tour Event* – Oct 25th 6:15-7:30 pm no teachers will be present but will have student volunteers. Classrooms will be closed, but there will be a scavenger hunt, access to the playground and the PTO will have a table set up with snacks.

 Items for Approval -

a.                Prior meetings minutes from 9/17/21. Meetings minutes approved.

 Meeting Adjourned: 9:55 am

**2021/2022 Richland Elementary PTO Board**

Brooke VanMiddleworth, President – [bvan2981@gmail.com](mailto:bvan2981@gmail.com)

Mary Robertson, Vice President – [mary.a.robertson@gmail.com](mailto:mary.a.robertson@gmail.com)

Sherri Duncanson, Treasurer - sherriduncanson@hotmail.com

Tiffany Wedge, Secretary - wedgetiffany@gmail.com