

## Riverside PTO Minutes

November 15, 2011

Meeting attended by: Patty LesStrang, Kevin Podeweltz, Denise Sousa, Amy Dettman, Deb Watz, Chris Mergen, Joy Frystak, Kris Bundy, Dani Zoesch, Susan Cornish, Becky Ouimette, Mary Hagedorn, and Heidi Dampier

- I. Welcome
  - A. Attendance taken
  
- II. Business Meeting
  - A. Approval of October meeting notes
  - B. Approval of Financial Report
    - i. Would like to move busing allocation funds from Unit Funds to Field Trips, and re-evaluate the amount of funds given to each teacher/support staff. This will be discussed further at the January meeting.
  - C. Old Business
    - i. 4<sup>th</sup> grade field trip will be further discussed when we receive the estimate on the busing.
    - ii. Rewards Programs need to be "publicized" more
      1. Info from "break room" write up to submitted to the Everest Herald.
      2. Encourage PTO members to post sign and place box in work break rooms to bring in more rewards to the school.
    - iii. Riverside Wear update
      1. Forms are currently at the printer, they will be in the teacher's mailboxes for conferences on Thursday (11/17).
      2. T shirts will be sold for \$5.00, Mock Sweatshirts for \$11.00. An additional \$1.00 for 2x and \$2.00 for 3x items will be charged.
      3. The orders will be in before Christmas; about 2 weeks after the order has been placed
      4. We are NOT required to order 100 T shirts or 100 sweatshirts. We can do a combined 100 items for the order.
    - iv. Chair responsibility descriptions were requested again. Please get your descriptions to Debbie W. as soon as possible.
    - v. Email Voting is still under discussion. Specific criteria must be set and the Bylaws will need to be amended in order to perform this vote.
      1. "sky" forms can be found on the Riverside PTO e-mail for use of voting.
      2. A notification of the original e-mail must be done with a courtesy call to let the board member know to expect it.
      3. A time limit must be established (72 hrs).
      4. 2/3 majority to pass the vote.
      5. An executive board member will call to verify vote.
      6. Mrs. LesStrang must be notified of the vote/proposal as well.
    - vi. Conference Dinners are all set to go. Chris M will be putting on a Chili /soup meal on Thursday 11/17, and Karry S will be putting on a Baked Potato Bar on Monday 11/21. There are many volunteers for food being brought in.
      1. Volunteer e-mails need to be updated, there has been e-mails returned. Chris M will forward the corrections to Kris B to update the list.
      2. The spring volunteer list will be sent out in January.

- vii. Fall Festival report was given by Amy D. There were 280 children that participated. Due to the fact that there extra children than had paid ahead of time (267), we ran out of juice. Amy D. suggested talking with Ron next time to have milk available for the kids if necessary. There were extra shirts, and any children that we were able to get names of that paid the day of were able to get T-shirts. The T-shirts are now all gone.
  - 1. A suggestion sheet for changes was sent around. It will be discussed at the January meeting.
  - 2. Troy Sankey has agreed to be a DJ for next year's event.
- viii. Fall Fundraiser report was given by Becky O.
  - 1. Parents can still do the buyout option up until the January 12<sup>th</sup> Sylvan Hill sledding party.
  - 2. 28 children qualified for the limo ride. We will be waiting until spring for the ride; the only date currently available is 12/20, and we want to make sure that we can guarantee better weather for the trip.
- ix. Financial Matters were discussed.
  - 1. Moving a portion to a CD:
    - 1. A spreadsheet of projected interest earned if we were to move a portion of the Money Market funds to a Certificate of Deposit.
    - 2. Many were concerned with putting so much of the money into a non-liquid account, so we will "shelf" the decision until January when we are presented interest earned projections for different certificate dollar amounts.
    - 3. In addition, Amy D. will research if we (as a nonprofit) are allowed to earn interest on a certificate.
  - 2. Asking the school for a "Wish List" of what they would like to see for their building. We would use the funds for the "Wish List" instead of investing it. Debbie W. will work with Mrs. LesStrang. to get a list from the teachers/staff.
  - 3. Having a (free) consultant talk to the committee about our options. This will be researched by Becky O.

#### D. New Business

- i. PTO Bulletin Board to be discussed at the January meeting.
- ii. REGI for 4<sup>th</sup> and 5<sup>th</sup> graders (alternating years) and the use of the school forest to be discussed at the January meeting.
- iii. Bins for Milk Caps will be purchased for us to be able to remove the broken/torn boxes currently being used.
- iv. The Sunshine Club will be taken care of by Debbie W. Mr. Podeweltz will contact Debbie when events occur.
- v. The current signers on the checking and money market accounts at River Valley are the following 3 individuals: Angie Burgoyne, Amy Dettman, and Marie Becker. Due to the fact that Angie has stepped down as treasurer of the PTO and Marie is no longer at Riverside on a daily basis it was purposed and approved that we would change the signers on both of the accounts. The new signers for both accounts will now be the following 3 PTO members: Amy Dettman (Treasurer), Debbie Watz (President), and Becky Ouimette (Parent Rep).

#### E. Principal's Report

- i. A Principal's Report was not given at this time.

F. Miscellaneous Discussions

- i. It was discussed as we were talking about the teachers/staff making a “Wish List” that they would like to have lightbulbs for the projectors on their list. It was proposed and approved that since the PTO provided the Smart boards, Elmos, and Projectors that we would also furnish the lightbulbs throughout the year. This will be taken from the Computers/Electronics budget line item.

To be added to November agenda:

Options for money market funds, committee chair duties, PTO bulletin board, PTO website, REGI and school forest, spring volunteer list, email voting, rewards program, school field trips (committee)

Next Meeting: Monday, January 16 at 6:30 pm

Executive Committee Meeting to follow at 8:00pm