

January 16, 2014

Rock Creek Elementary PTO – General Meeting

### Meeting Minutes

Mr. Alden called to order at 7:03 PM

Pledge of Allegiance

- A. Motion to accept the minutes from the November General Meeting from Michelle Borris; seconded by Amber Butte; all were in favor; minutes accepted
- B. President's Update – General comments about his observations that we have been working well as a group thus far and the year is going smoothly. Good job PTO!
- C. Treasurer's Report (See copy of latest check register)
  - Checks were made out for Santa Shop items, Box Top rewards, postage, profit from Mrs. Kovac's gifted class Santa Shop Sales, School store materials, 2 teacher reimbursements, and Kmart for the gift cards we gave for the money we raised from Penny Wars.
  - Deposits were made for Market Day, last few Spirit Wear items, yearbook, School store, penny wars, Santa Shop, the PTO Fall Fund Raiser, and Box Tops.
  - We are anticipating paying the Spirit Wear bill this week.
  - Lisa needs to be reimbursed for sending the Box Tops in
- D. Santa Shop
  - a. Final Report – We deposited \$3788.24 from Santa Shop sales, and had some merchandise left over. This was not a fundraiser, so merchandise will be saved for next year.
  - b. Plans for Next Year's Santa Shop
    - 1. Suggestion that we should have a number ahead of time for how much and how many needy students will receive shopping coupons. We should get teacher input on this next year and discuss it ahead of time at the November general meeting.
    - 2. Terry has taken Santa Shop on solo and wishes to resign from this duty next year. We discussed hiring a higher end company (b/c they might have less "junk") and decided that we'd rather have a committee of parent volunteers gather more quality gifts for the Santa Shop.
    - 3. Michelle Borris, Amber Butte, Lisa Fletcher (all present) and Edna Sherry said that they would like to be on this committee. Lisa Ebersole may help as well.
    - 4. These parents were told to keep their receipts, to not purchase any item over \$5. We discussed possibly giving the committee VISA gift cards with a set \$250 on them for purchases made during the summer. JR Misinec brought up that sometimes money is charged each time the card is used and this is going to be looked into before we break for the summer.

5. Terry had mentioned that there was a husband of a Jefferson Elementary teacher who often had cheap “extras” available after an IX Center show. We will look into finding out who that is.
6. All agreed that they needed to have more pet gifts.
7. The Santa Shop committee was asked to get a plan together and present it to the Executive Committee by February 11<sup>th</sup> (what types of things they plan to purchase, costs ideas, if any volunteers are going to divide up the work somehow... etc.)

E. Fundraising Committee Update

- a. November fund raiser final report - final numbers coming at the next meeting  
We discussed checking next year to see if the products would be duplicated again by the products that came along with the fall magazine sale. We do not wish to repeat what happened this year with the multiple fundraisers being back to back.
- b. Walk-a-Thon Committee and Date – we will wait until the Wellness Meeting occurs to see if they are planning on having a Health Week. If so, we could plan the Walk-a-Thon to occur at the end of that week.
- c. Market Day – Deposit from December (November’s order) was made in the amount of \$65.35
- d. Box Tops – 43 Students turned in Box Tops for a total of 1537 Box Tops equaling \$153.70. Prizes were passed out on December 20<sup>th</sup>. The class with the most for the month was Mrs. Dalheim’s with 245. Mrs. Adam’s Thursday/Friday class had 243. New forms were passed out for January and February and additional prizes were ordered from Geddes.
- e. Labels for Education
  1. Terry submitted 7,267 points. Alicia Johnston helped to count and organize them all. Terry mailed them after the break to avoid holiday mail issues. Terry ordered playground balls for the classes using 6950 points. Extra points will be held in our “bank account” of points.
  2. Karen Sly talked to Terry about the discussion that we had in November’s PTO meeting about whether it would be beneficial to make Food Labels for Education a monthly prize even like we do with Box Tops. For the amount materials in their catalog cost, we decided it wasn’t time effective to do this and that our time and effort were better spent with Box Tops which cuts us an actual check at the end as opposed to having to choose from overpriced items in a catalog.

F. Spirit Wear Final Report

1. The last pair of pajamas is supposed to be delivered next Tuesday. The checks for the samples and the check for the additional items we ordered can be given then.
2. There is one parent who received a t-shirt instead of the sweatshirt she ordered. Instead of trying to deal with the company again (which may or may not get resolved) we decided to

see if she would be willing to switch for a t-shirt along with a headband/hat to act as an even exchange. Karen will take care of that.)

3. In the future, we will not be working with Sports and Sports, but may look into using Ringers in Kingsville, or possibly ANJ Sports in Orwell (suggested at the meeting by Lisa Fletcher)
4. Because of the sample runs we ordered, we did not sell everything that we bought. We decided that Karen would have a table available during conferences to sell the remaining items at discounted prices to try to make up for some of those missing funds.
5. Mr. Meloro moved to accept the Spirit Wear Final Report, Michelle Borris Seconded; all were in favor, report accepted.

G. Penny Wars Final Report

1. We did a great job counting the money that was collected. The bank gave us compliments as we were only 5 cents off! We raised: 237.00 in bills, 152.70 in dimes, 225.00 in quarters, 79.10 in nickels, and 498.42 in pennies. We were able to buy 54 \$25 gift cards for needy families in the area. This is the most we've raised since years ago when the PTO used to match the funds raised.
2. Final standings were:
  - 1<sup>st</sup> place – Mrs. Wright with \$94.21
  - 2<sup>nd</sup> place – Mrs. Koranda with \$66.11
  - 3<sup>rd</sup> place – Mr. Meloro with \$61.24
  - 4<sup>th</sup> place – Mrs. Hitchcock with \$58.62
  - 5<sup>th</sup> place – Mrs. Cornell with \$46.37
  - 6<sup>th</sup> place – Mrs. Adams Monday group with \$25.48
  - 7<sup>th</sup> place – Mrs. Adams Thursday group with \$23.91
  - 8<sup>th</sup> place – Mrs. Kellogg with \$21.71
  - 9<sup>th</sup> place – Mrs. Dzura with \$11.87
  - 10<sup>th</sup> place – Mrs. Dalheim with \$8.78
  - 11<sup>th</sup> place- Mr. Alden with \$7.75
  - 12<sup>th</sup> place – Mr. Wright with - \$1.85
  - 13<sup>th</sup> place – Mr. Ianetta with - \$18.65
  - 14<sup>th</sup> place – Mrs. Moody with - \$62.48

H. Food Drive (4<sup>th</sup> grade) Final Report – 806 items were collected. Mr. Alden's class brought in 111 items and won a pizza party.

I. Yearbook committee update – Mr. Meloro will call Danielle Smock to see if she is planning on continuing to help us with the yearbook.

1. Yearbook Committee formed – Amber Butte, Michelle Borris, and Lisa Ebersole begin this committee
2. pictures can be sent to [Karen.sly@neomin.org](mailto:Karen.sly@neomin.org) from parents for field trip/class pictures (this will be announced in the newsletter)

3. Mr. Alden said that the committee could also take the pictures they have to put them on his computer whenever they need to
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- J. Staff appreciation – classroom supply request idea from Lisa and Karen – We will be sending an email inquiry to the teachers to see what supplies they might be in need of for a Jan/Feb teacher appreciation gift (i.e. – dry erase markers, pencils, etc.)
  - K. February Conferences
    1. Book Fair – Feb. 10- 14<sup>th</sup> – Amber and Heidi will help Lisa set this up Friday, Feb. 7<sup>th</sup> in the afternoon. We will need a building use form for the Book Fair delivery and the time its going to be running. We will advertise for the need of volunteers in the newsletter.
    2. Staff Dinner – Pizza and Salad – we will also have a couple of soups available this time. Heidi will make a dessert, Karen will make a soup, and volunteers can bring in salad toppings.
  - L. PTO Board Member Elections – Executive board will go over the section of the bi-laws about the officer positions at our February 11<sup>th</sup> meeting.
  - M. Open Discussion
    1. We will be looking on eBay and at the Elison site to see what kinds of sets could be ordered.

Meloro motions to adjourn the meeting; Amber Butte seconds; all in favor; meeting adjourned!