

FRANKLIN MONROE ELEMENTARY PTO MEETING MINUTES

January 24, 2022

Attendees (signed in):

Angie Norris, Jen Davenport, Chelsea Myers, Sarah Ruffing, Ashley Seibel, Jamie Johnson, Sandi Baker

Tonnya Helfrich, Ruth Ragsdale, Malinda Quinn, Megan Linder, Mandy Davis, Brittney Hangen, Mindy Trick, Kristine Happy, Mallory Gray, Kim Hackworth, Erin Riffell, Sara Fox, Cassie Bixler, Lindsey Tauscher

2021-2022 PTO Board:

Jen Davenport – President

Chelsea Myers – Vice-President

Angie Norris – Treasurer

Sarah Ruffing – Secretary

Mrs. Linder – Principal's Report:

Readathon – February 2nd through the month of February

Visitors' Week – 2nd full week of March – Each day a different grade's parents/family will come into classroom for 15 minutes for an activity, then eat lunch, have recess with kids and visit Book Fair

New/Revised Teacher Requests:

Mrs. Fox request – Go See the Principal book – 11 copies. Books will be used for professional development for teachers. \$10.59/book for a total of \$116.49 total - APPROVED

Past Business:

- Santa Shop
 - Thank you to teachers, staff, and older students, for helping to make this year a success! We had fewer volunteers this year, but came together to do a great job.
 - Profit \$2,275 – higher vs. years prior, helps with less funds from Fall fundraising
 - Great items purchased – thank you Ashley & Allie!
 - Huge success having it during Cookies with Santa put on by the Elementary staff – thank you!
 - Laci Sando, Michelle Glick, Roxanne DeGraff and Jennifer Davenport will be coordinating this event next year. Laci has already started shopping!
- Skating Party – Skate Zone 805
 - Kids had a great time!
 - If you have pictures from the party, find our post on our FB page and post them, we'd love to see more pictures and videos!

New Business:

- Committees Meeting – Tentative date: Monday 1/31 @ 7:00pm – School or DREC community room (TBD) – Teachers not required to attend, but can attend if they like. Jen will be calling all committee chairs to confirm date. There will be light refreshments!
- Picnic's PTO Monthly Fundraiser – First Wednesday of the month
 - December \$230
 - January \$240
 - Next date: February 2, 2022
- Bingo Night – Chelsea & Sarah
 - Friday, April 8th – time TBD

- **Teachers – Please mark your calendars for 4/8** – Previous years teachers helped in 5 areas – served food, bake sale table, monitors, take tickets at door, silent auction table... As we finalize list of activities, we'll ask for sign ups – likely in FEB PTO mtg.
- Stay after main meeting to plan Bingo Night
- **Spring Fundraiser**
 - 50/50 raffle starting sometime in March, concluding at Bingo night
 - How do we disperse tickets?
 - Kids can sell tickets, should there be a prize?
 - Should we advertise through flyers and social media with sales going directly to PTO?
 - If you would like to be on the planning committee, please plan to stay after.

Teacher & Staff Gift:

December Teacher/Staff gift was a Christmas ornament

January Teacher/Staff gift were Riesen candies – “So many RIESENS why we appreciate you!”

Approve Treasurer’s Report: Approved


Encourage friends and family to link their accounts to FM PTO - Kroger Community Rewards, Amazon Smile, Market Day

PTO meeting dates: Feb. 28, Mar. 21, Apr. 25 (note: this is a change), May 16

Teacher Gift Card Drawing: Mrs. Hangen

Motion to Adjourn: Adjourned

Come join us at FM Elementary PTO meetings!
3rd Monday of the month except where a holiday falls
3:30 pm - FM Elementary Room 116
2021-2022 meeting dates:
September 20
October 18
November 15
January 24
February 28
March 21
April 25 (changed from 4/18 due to school calendar)
May 16



Franklin Monroe P.T.O.
Treasurer's Report
November 16, 2021 - January 24, 2022

	<u>Starting Balance</u>	\$10,598.47
<u>Receipts</u>		
11/22/21 Deposit - Amazon Smile Donation	\$53.81	
11/30/21 November Interest Earned	\$0.33	
12/3/21 Deposit - Kroger Community Rewards	\$249.09	
12/3/21 Deposit - Picnic's Pizza December Fundraiser	\$230.00	
12/18/21 Deposit - Santa Shop	\$7,644.25	
12/31/21 December Interest Earned	\$0.31	
1/15/22 Deposit - Picnic's Pizza January Fundraiser	\$240.00	
	<u>Total Receipts</u>	\$8,417.79
<u>Expenditures</u>		
11/16/22 Sarah Ruffing - Nov & Dec Staff Gifts	\$124.37	
11/16/21 Chelsea Myers - Monthly Meeting Teacher Gift Card	\$25.00	
11/16/21 Kristine Happy - Curtains for Classroom Windows	\$102.47	
11/16/21 Cash Out - Fall Fundraiser Top Seller Prizes	\$105.00	
11/17/21 Winans Chocolates & Coffee - Fall Fundraiser Order	\$4,440.52	
11/17/21 Ashley Seibel - Santa Shop Purchases	\$217.78	
11/17/21 Angie Norris - Santa Shop Purchases	\$589.65	
12/3/21 Cash Out - Santa Shop Change	\$330.00	
12/3/21 Jen Davenport - Santa Shop Purchases	\$1,318.36	
1/10/22 University of Dayton - Raleigh Vance Scholarship	\$500.00	
1/12/22 High Point University - Ethan Fee Scholarship	\$500.00	
1/16/22 Skate Zone 805 - Skating Party Rental	\$150.00	
1/16/22 Laci Sando - Santa Shop 2022 Purchases	\$1,135.90	
	<u>Total Expenditures</u>	<u>\$9,539.05</u>
	<u>Ending Balance</u>	\$9,477.21

Bingo Night Planning

Final date = 4/8

5:30 open doors and start serving food

6:30 Bingo and other activities start

Culvers ice cream tokens or McDonalds (West Milton?) for each student entry – Angie has McDonalds ones from prior donation. Students would receive these as they enter and fill in their names on a paper for door prizes. (1 volunteer)

Timing Bingo Night with end of Spring Fundraiser – 50/50 final ticket sales and drawing for winners, don't need to be present to win

Activities/food/volunteer needs/supplies

Bingo

- Bingo cards – see closet
- Markers – corn, poker chips, paper squares?
- Bingo tumbler cage – need to purchase
- Laptop to project what was called
- Volunteer to be caller (Mr. Sharp and Mr. Happy?)
- Volunteers to sell cards/admission (maybe 2-3?)
- Volunteer to run prizes table (1)
- Minute to win it games for tie breakers. (When more than one person has a bingo at the same time)
- Fee structure
 - Fees with food previously
 - \$5 pre-sale / \$6 at door = admission, 1 Bingo card, 1 slice pizza, 1 pop, 1 chip
 - \$18 family package = 4 admission, 4 Bingo cards, 1 whole pizza, 4 pops, 4 chips
 - \$4 admission at door/person previously – with Bingo card?
 - Per card fee? \$0.25 - 1 per game, \$20 for unlimited? How many games previously?
- 10 rounds of Bingo
- Prizes
 - Baskets – popular with kids
 - Send up kids to pick basket prize
 - Previous years – each class had a theme, with each class getting a letter – bring in items for basket or \$
 - This year - \$566 in account or items for baskets still – use items toward a few big baskets + pull from Santa Shop items
 - Extra baskets = auction off, Mrs. Helfrich's husband to be auctioneer?

Food

- Chick-Fil-A sandwiches or nuggets
 - Come in warmers
- Papa Johns or Picnics pizza – whole pizza or by the slice
 - Call around for deals
 - Ensure delivery
 - Return warmers afterwards
- Concession chips, capped bottle drinks (Sam's Club)
- Prices previously (outside of package deals) - \$1.50/slice pizza, \$1/pop, \$0.50/chips
- # to plan for – Angie to review old sheets
- Volunteers as cashiers (2-3)

Door prizes

- Blue cups – Jen to add logo with Cricket
- School spirit items if available (bags, water bottles, shirts, hats, etc.) – 4-one? School leftovers?
- Santa shop items

Silent auction

- Volunteer to give out prizes (1)
- Gift cards – Skate Place, Cincy Zoo, see list for other places that have donated in past, be cautious of calling on businesses recently visited for Monte Carlo donations
- Pie in face (Mr. Pequignot, Mrs. Linder, teachers volunteered previously)
- Ride in Officer Moody's car
- Front row seats at graduations

Auction

- Donated items (fire pit, etc.)
- Bakery items
- Extra baskets
- Extra baked goods
- Extra pizzas
- Lottery ticket basket
- Basketball game in closet

Other

- Face painting – art teacher and art students? (by donation)
- Bake sale
 - List of bakers (Jen)
 - One Call bake request
 - Sign up genius bake list
 - Volunteer to set up / run night of / cut pies (need materials for pie slices)

Volunteer coordination - Leader for each area – discuss in committee meeting

- Bingo
- Food
- Baskets – themes, shopping, building
- Silent auction / auction
- Bake sale
- Volunteer coordination - Sign up genius for spots needed? Volunteer xls list? Teacher vs. parent jobs or no difference?
- Flyers – Angie

Bingo committee – Sarah, Chelsea, Angie, Jen, Ashley, Jamie, Sandi, ask others at Committee meeting and plan time for ongoing Bingo meetings