

# FRANKLIN MONROE ELEMENTARY PTO MEETING MINUTES

February 13, 2023

## **Attendees (signed in):**

Jen Davenport, Sarah Ruffing, Chelsea Myers, Angie Norris, Sabrina Vaughn, Leslie Lindsey, Alex Nealeigh

Megan Linder, Malinda Quinn, Beth Hein, Tonnya Helfrich, Lindsey Tauscher, Mallory Gray, Kim Hackworth, Ruth Ragsdale, Mindy Trick, Kristine Happy

Zoom is being offered for PTO meetings! We cannot post the zoom link on Facebook as our page is public; reach out to a PTO board member, message PTO Facebook, or send a note into school (to PTO mailbox) to have your email address added! Zoom link will come from Sarah day of or weekend before meeting. Zoom app, link, or call in # can be used.

## **2022-2023 PTO Board:**

Jen Davenport – President

Chelsea Myers – Vice-President

Sabrina Vaughn – Treasurer

Sarah Ruffing – Secretary

## **Mrs. Linder: Principal's Report**

Planning FM Field Day all day May 19. Kona Ice can be here all day as high school will be outside all day.

Planning pre-school for FM, currently interviewing applicants to work in classroom for Fall 2023. Pre-school will use remodeled old cafeteria and be part of FM Elementary.

Pre-school effect on Santa Shop location - Propose using half of gym for Santa Shop – Mrs. Linder has already talked to Jeremy about using for 2 days, working to not disrupt sports – plan ahead to not schedule sporting events/practice Wednesday night, with Thursday night already reserved for Cookies with Santa. Student shopping would be potentially condensed to Thursday with additional volunteers needed to help shop and wrap.

## **Teacher Requests**

Mrs. Ragsdale – Lighthouse book series \$23, 100 magnets \$13.26 - \$36.36 total - APPROVED

## **Past Business:**

- **Picnic's PTO day** – January earned \$170. Winner of 5 extra Bingo cards is the Landen Denlinger family. Next date: March 1<sup>st</sup>. April prize – pizza?
- **Kona Ice** – January earned \$101. Next date: Monday, March 13<sup>th</sup>. (May moved to Field Day – May 19)
- **Skating Party** – January 15<sup>th</sup>. We had a wonderful turnout. Thank you, Jessica Fox, for putting this event together! The kids and families had a great time!

## **New Business:**

- **Pittsburg Park bench** – The school will be collecting bottle caps on behalf of the Village of Pittsburg for the purpose of making benches. Ethan Tauscher is coordinating this effort and has reached out to us to see if we would fund the winning class with a party of some sort. (Pizza, ice cream, donuts, etc.) Thoughts? Yes! The PTO would love to reward the winning class. Per Mrs. Linder, school fundraiser funds can be used to help celebrate as well. This will likely be next school year.
- **Kindergarten/PreSchool/New Student Packets** – Starting to work on packets to go home with all kindergarten students and for new students/families coming into the school. Suggestions on what should be included in these packets? Kindergarten screening is coming up the first week of April. New student info to include: PTO info, processes, FM swag (water bottle, etc.), FAQ.
- **T-Shirts** – We received full funding for the T-Shirts! Casey has put those into production, and we hope to have those out to kiddos asap! Contributors: Graves-Fearon Agency, Edison State, RJ Warner, Sky Innovations, and Brinkmann Home Improvement – Thank you!

- **BINGO** – DATE CHANGE - March 24<sup>th</sup>. Sarah and Chelsea will lead a brief meeting following this meeting (agenda on back)
- **Scholarships** – Information was distributed the first week of February. Seniors can apply online (we don't see on website yet, but Mr. Clark should be posting soon) or ask Mr. Clark for a copy. Deadline is March 24<sup>th</sup>. Interviews will be held in April, date TBD.
- **Teacher Appreciation Week** – First full week in May. Still looking for someone to shadow Annie this year and take over this committee next year. Suggestions - ? Please contact Jen Davenport.
- **Field Day** – May 19. Kona Ice has rescheduled their May date to accommodate. Need to provide them with a timeline.
- **Teacher Luncheon** – June 2<sup>nd</sup>. Who would like to help? Sarah, Chelsea, Sabrina available. Taco bar, potato bar popular in past. Pulled pork last year was delicious. Jen working on menu.
- **Teacher/Staff gift** – February's gift was a cookie, "We Love Our Teachers (and staff)."
- **Approve Treasurer's Report** – About \$2700 made from Santa Shop to be used for scholarships, teacher requests, student events, classroom parties, etc.! GAGA Ball pit will be coming out of next year's budget pending need at recess time, or mulching first pit. First GAGA ball pit is going in now with school budget. Treasurer report approved.
- **PTO meetings** – Library
  - 7:00pm – **Mar. 20**, Apr. 17
  - 3:30pm – May 15
- **Motion to Adjourn**

### Bingo meeting

Completed items for BINGO since 2/2 meeting

- Mr. Happy and Mr. Sharp confirmed they can do calling (Chelsea)
- Custodians confirmed they can help with set up and all night (Chelsea)
- Custodians given initial table / chair number for BINGO and other activities (Chelsea)
- Sorted Silent Auction # (noted ones missing) and made bid sheet (Sarah)
- Face painting will be 6 – 7:15 with Mrs. Poepelman and students/free pizza (Jamie)
- Confirmed enough utensils, pie wedge containers, labels, pens, tickets for door prizes, name tags in PTO closet + added plates/napkins (Sarah)

Items we need to purchase (outside of baskets)

- 500 Bingo cards (unique), 7000 clear chips – Sarah receipt to Sabrina
- Still need
  - Serving gloves? (not many in PTO closet) – Chelsea will get
  - Bags – sandwich and quart ziplock for take home and bake sale bagging if items not individually wrapped – Sarah will get
  - Quart ziplock bags for cards and chips (put them back in at end of night – no trashing of cards) – Sarah and Jeff will get and pack off
  - Maybe facepaint kits – Jamie is looking in PTO closet
  - Bags for take home bake sale items or are there plenty from Santa Shop (Kroger plastic type)? – plenty in PTO closet
  - Décor – discuss below

Open items for BINGO

Open items (2/12/2023)	
Decisions	<p>Door prizes – Are ice cream coupons (104 McD + 100 Wendys – adding in 100 Picnics) and a few FM cups enough? (all kids will get door prize if fill out name on entry) Can we get other FM swag?</p> <p>Help needed with Bake sale prep 9am Friday with Sarah. Maybe Chelsea Lavy (Jessica asking). Any others available? Alex can help!</p> <p>Décor</p>

	<p>Have some balloons and blue items from last year. What else? Chelsea and Sarah to get tablecloths, bring any FM type décor you have..</p> <p>Laci Sando offered her files. Sarah can edit if someone else can print in color?</p> <p>Next meeting – Zoom week of FEB 27? Call time to be sent by text.</p>
Chelsea Myers (co-chair)	<p>Buy gift card &amp; thank you note for Joe Helfrich and custodians - Chelsea</p> <p>Confirm table and chair set up with custodians once we have pre-sale # back</p>
Sarah Ruffing (co-chair)	<p>Make BINGO bags for entry table with cards and markers</p> <p>By 2/24 – send out Sign up genius – Teacher/staff volunteers (confirm BINGO committee stations OK, see if need more parent volunteers)</p> <p>3/3 – send out Sign up genius – BAKE SALE</p> <p>Print and bring meal vouchers</p>
Angie Norris	<p>2/24 – distributing pre-sale flyer with 50/50 raffle info</p> <p>3/10 – collecting with Sabrina, train Sabrina on process</p>
Sabrina Vaughn	<p>3/10 - Collect pre-orders &amp; money at school, distribute tickets to students before event, use pre-sale to determine food needed and inform Jen for pizza order → we might be asked to use cafetorium if fewer pre-sale vs. last year. Decide 3/10.</p> <p>3/24 – Bring record of pre-orders in case tickets forgotten?</p> <p>Silent auction items – get / keep team updated in mtg on what can get</p>
Jennifer Davenport	<p>Marco's - Confirm order, delivery time, plan for extra pizzas if needed</p> <p>FB posts</p> <p>Silent auction items – get / keep team updated in mtg on what can get</p> <p>50/50 raffle – entry table? Yes – with physical tickets in for pre-sale and for new purchases</p>
Ally Brinkmann	<p>Shopping for basket items</p> <p>Building baskets</p> <p>Typing out descriptions to post with baskets</p> <p>List of any donors to Sarah</p>
Sandi Baker	<p>Waiting on Sams Club decision about chips and pop/water donation</p> <p>Plan delivery to school logistics (testing?)</p> <p>Silent auction items – get / keep team updated in mtg on what can get</p>
Jamie Johnson	<p>Looking for face paint kits / see if need to buy</p>
Jessica Bosserman	<p>Sourcing Silent auction items (others helping – see list)</p> <p>Certificates – did school make last year? Jessica to make in duplicate</p> <p>List of donors to Sarah</p>

**Franklin Monroe P.T.O.**  
**Treasurer's Report**  
**January 10, 2023 – February 13, 2023**

**Receipts**

1/10/23 Kona Ice	\$101.00	
1/10/23 Picnics	\$233.00	
1/31/23 Interest Deposit		.64
2/9/23 Graves Fearon ltd (tshirts)	\$250.00	
2/9/23 Sky Innovations (tshirts)	\$450.00	
2/9/23 Picnics		\$170.00
2/13/23 Amazon Smile (last one possibly)	\$166.32	

**Total      \$1,370.96**

**Expenditures**

1/10/23 Jennifer Davenport Santa Shop	\$1,350.94	
1/10/23 Clint Sharp	\$63.13	
1/10/22 Skate Zone	\$150.00	
1/10/23 Laci Sando Santa Shop	\$722.86	
1/10/23 Sarah Ruffing	\$8.90	
1/26/23 Laci Sando Santa Shop	\$343.28	
1/30/23 Scholarship Jennifer Wolfe	\$500.00	
1/30/23 Scholarship Kerri Miller	\$1,000.00	

**Total      \$4,139.11**

**ENDING BALANCE      \$13,502.98**