

FRANKLIN MONROE ELEMENTARY PTO MEETING MINUTES

March 20, 2023

Attendees (signed in):

Jen Davenport, Sarah Ruffing, Chelsea Myers, Angie Norris, Sabrina Vaughn, Michelle Glick, Casey Stout, Alex Nealeigh

Megan Linder, Malinda Quinn, Lindsey Tauscher, Kim Hackworth

Mrs. Quinn won the gift card drawing!

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.

Pre-school for FM is moving forward for this Fall! See the office to register.

Teacher Requests:

Mrs. Helfrich – Butterfly life cycle, up to \$75 once purchased - APPROVED

Past Business:

- **Picnic's PTO day** – February earned \$278. Winner of 5 extra Bingo cards is the Kami Norris family. Next date: April 5th. This will be the last one of the 22/23 school year. Ideas for drawing prizes – gift card to Picnics, free Kona Ice at school. We'd like a volunteer to head up this fundraiser next year, think about how we can be creative each month and ensure we don't overlap with sports fundraiser nights at Chipotle, etc.
- **Kona Ice** – February earned \$112. Next date: Monday, April 17th. Kona Ice is asking for next year's schedule. Do we want to continue with this fundraiser? Consider fewer times – perhaps Sept, Oct, April, May to keep in warm months so kids are eating outside in cold (must eat outside as colors stain everything...).
- **T-Shirts** – All students and teachers received a t-shirt the week of March 13th for field trips. Thank you to Casey Stout for organizing and our sponsors: Edison State, Graves-Fearon Agency, Sky Innovations, RJ Warner Insurance, and BHI Custom Concrete. We will need to do another run of t-shirts for new students.

New Business:

- **BINGO** – THIS FRIDAY! March 24th. Sarah and Chelsea will lead a brief meeting following this meeting (agenda on back)
- **Scholarships** – Information was distributed the first week of February. 1 paper and 1 online application have been submitted. Deadline is this Friday, March 24th. Interviews will be held on April 5th starting at 4:30pm. (These were postponed due to tornado watches – now 4/17 and 4/26). Scholarships will be awarded at the Senior Breakfast on May 26th.
- **Teacher Appreciation Week** – First full week in May. Still looking for 1-2 people to shadow Annie this year and take over this committee next year. Suggestions welcome from parents, teachers on ideas for appreciation!
- **Field Day** – May 19. Kona Ice has rescheduled their May date to accommodate – they will arrive at lunch and stay until 3pm, parked outside by playground.
- **Teacher Luncheon** – June 2nd. Soup and Salad bar with bread and cookie.

- **School Supply Kits** – Yay or Nay? Nay – Many of the items were not quite right and the requirement to purchase items that can be used from year to year is a hurdle. We also had difficulty getting our portion of payment from last year’s vendor. Lists will be sent out for families to purchase items on own...
- **2023/2024 Planning Meeting** – During next scheduled meeting on April 17th. Will need committee chairs filled at this meeting and we will be setting the budget. All that want a voice should plan to attend! May be a longer meeting, do/can we start a little early? Start at 6:30.
- **Teacher/Staff gift** – March’s gift was a hot cocoa kit, “Thanks a choco-lot for your support!” – so cute, Chelsea!
- **Approve Treasurer’s Report**
- **PTO meetings** – Library
 - 6:30pm – **Apr. 17**
 - 3:30pm – May 15
- **Motion to Adjourn**

Bingo meeting

Bingo is this FRIDAY!!!

Final details..

BINGO Highlights and Gorrrrrry Details for Volunteers (thank you!!!)

Sarah Ruffing & Chelsea Myers

Key items to remember for BINGO Friday night:

- **Doors will be LOCKED until 5:45. Volunteers can be let in at 5:30 for final prep. At 5:45 DOOR 8 will unlock.**
- **Prep**
 - **Tuesday** – Pizza/chips/drinks vouchers and INFO to school, in teacher/staff mailboxes – Sarah Ruffing
 - **Wednesday** – Pre-Sale tickets to students – Sabrina Vaughn (Teachers – CHECK MAILBOXES, please!)
 - **Thursday** – Water, pop to coolers and chips to PTO closet – Sandi Baker
 - **9-11 am Friday** – Bake sale prep – elementary office (Sarah will arrive early to get items from PTO closet)
 - **1:30 pm Friday** – BINGO décor and set up starts – PTO closet and cafetorium – Sarah Ruffing/committee
 - **5:30 pm Friday** – volunteer/teacher/staff (first shift) arrival, pizza prep (Jen Davenport) – Please arrive at time in SignUp Genius for your “shift” and get name tag at entry table.
- Based on pre-sale # and complexity of gym set up, **we will be in cafetorium**, not gym (Pre-sale estimate based on every whole pizza representing 4 people + single slices = 223 people)
- BINGO
 - Change for 2023 - **ALL winners will get baskets** (no games) - 500 unique cards. We should have few ties.
 - **Announcements – Please return cards and chips to plastic Ziploc bags and leave bags on table to be collected and stored for next year’s BINGO!**
- Door prizes
 - **Call all night long – Need to ensure all tickets/names called** (McDonalds cone, Wendys Frosty, Picnics ice cream, FM cups, variety of other items)
- Silent Auction - We will leave empty spots at the end for last minute additions.
- Auction - **Remaining pizza and baskets**
 - Do not auction off remaining Bake Sale items. **Toward end of night these can be discounted – Chelsea Myers is running Bake Sale and will mark down items when appropriate.**
- **Silent Auction will follow Auction, then 50/50 Raffle** – THIS IS A CHANGE FROM PRIOR YEARS.
- **Bingo committee** will stay to help custodians with clean up as we did last year!

Franklin Monroe Elementary Bingo Night Activities - 3/24/2023

Volunteers' final preparations & meeting	5:30 - 5:45
Doors unlock (Door 8 into cafetorium)	5:45 pm

BINGO starts	6:30 pm (ends at 8:15)
Concessions	5:45 - 8:15
Bake Sale	5:45 - 8:15
Face Painting	6:00 - 7:15
Silent Auction	5:45 - 8:00 (winners announced after Auction)
50 / 50 Raffle Ticket Sales	5:45 - 8:00 (winner announced after Auction)
Auction (Baskets, extra pizzas)	8:15 pm

Door prize announcements (all elementary aged kids - please submit name at the entry table) 5:45 - 8:15
 Silent Auction and 50/50 Raffle winners will be announced at end of evening 8:30 pm

Please pay for auction and silent auction items at the entry table.
 Please leave all BINGO cards and markers on your table.
 The BINGO committee will collect at the end of the night to use next year!

Thank you for supporting FM tonight!

Volunteers:

BINGO NIGHT roles	BINGO Committee / Parent Volunteer	Teacher / Staff Volunteer
Doors open at 5:45, "first shift" meet at entry table at 5:30, please, for name tags and CHEER! "Later shifts" please get name tags at the entry table as you arrive, too! This is a great opportunity for families to get to know teachers, staff and PTO volunteers.		
Entry - Kid helper (help kids write names for door prizes)		Kim Hackworth (5:30 - 7)
Entry - Check pre-sale tickets or collect \$ and handing out BINGO cards	Sabrina Vaughn (5:30 - 8)	Lindsey Tauscher (5:30 - 7)
Entry - Sign up for silent auction #	Sarah Ruffing (5:30 - 8)	Amy O'Dell (7 - 8)
Entry - Sell 50/50 Raffle tickets	Jen Davenport – set up to get us started	Jody Bauman (5:30 - 7) OPEN (7 - 8)
Concessions & Bake Sale - 5:45-8:15		
Concessions	Jen Davenport – pizza vs. pre-sale	Kristine Happy (5:30 - 7)
Concessions	Sandi Baker (5:30 - 7)	Mandy Davis (5:30 - 7)
Concessions		Ruth Ragsdale (5:30 - 7)
Concessions		Tonnya Helfrich (7 - 8:15)
Concessions		Malinda Quinn (7 - 8:15)
Concessions		OPEN (7 - 8:15)
Bake sale table (stock, encourage sales, chat with line)	Chelsea Myers / Pat Rhodes (5:30 - 8)	
Discount Bake Sale items then at 8:15 announce Bake Sale items available for free/donation (box from face painting - Sarah to count/empty and provide)	Chelsea Myers	
Food & bake sale cashier	Michelle Glick (5:30 - 7)	Brittney Hangen (5:30 - 7)
Food & bake sale cashier	Jessica Bosserman (5:30 - 7)	Erin Riffell w/ daughter helping (5:30 - 7)
Food & bake sale cashier	Jennifer Flora (7 - 8:15)	Amanda Wackler (7 - 8:15)
Face Painting - 6 - 7:15		
Face painting (line up kids, help kids pick design, watch money box (donations))	Jamie Johnson (6 - 7:15)	Beth Poeppelman and students (6 - 7:15)
Silent Auction - 5:45-8 (winners announced after auction, around 8:30pm)		
Silent auction (Record highest bids at 8 and bring to Jen to announce winners at end of auction around 8:15-8:30, pass out items to winners after they pay Sabrina)	Jessica Bosserman (8 - 8:40)	
Silent auction helper	Sandi Baker (8 - 8:40)	

Bingo - 6:30 start, end by 8:15		
Bingo callers		Brian Happy (6:30 - 8:15)
Bingo callers		Clint Sharp (6:30 - 8:15)
Bingo monitor (call back # to check win)		Brenda Chrisman (6:30 - 7:30)
Bingo monitor (call back # to check win)		Rhonda Kuhbander (6:30 - 7:30)
Bingo monitor (call back # to check win)		Mallory Gray (7:30 - 8:15)
Bingo monitor (call back # to check win)		Beth Hein (7:30 - 8:15)
Baskets (answer questions, get kids excited)	Ally Brinkmann	
Auction - 8:15		
Auction - run items to Joe Helfrich (pizza, baskets, then give gift card)	Chelsea Myers	
Auction, silent auction cashier (at entry table)	Sabrina Vaughn (helper: Sarah Ruffing)	
MC (announce door prize winners, 50 / 50 winner and silent auction winners, drive people to activities)	Jen Davenport	
Clean up (8:40 - 9?)	Bingo committee	

**Franklin Monroe P.T.O.
Treasurer's Report
February 14, 2023 – March 20, 2023**

Receipts

2/28/23 interest Deposit	.52
3/6/23 t-shirt sponsors	\$793.24
3/20/23 Pre order bingo cash	\$380.00
3/20/23 Pre-order bingo checks	\$1,116.00
Total	<u>\$2,289.76</u>

Expenditures

2/16/23 Sarah Ruffing Bingo	\$193.07
3/14/23 Ruth Ragsdale novel magnets	\$36.36
3/16/23 Cavalier clothing (tshirt)	\$1,542.00

Total **\$1,771.43**

ENDING BALANCE **\$14,021.31**