

# FRANKLIN MONROE ELEMENTARY PTO MEETING MINUTES

April 17, 2023

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

Jen Davenport, Sarah Ruffing, Chelsea Myers, Sabrina Vaughn, Casey Stout, Jamie Johnson, Angie Norris, Sandi Baker Malinda Quinn, Megan Linder

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.

Sarah will start emailing minutes to the teacher/staff list and parent list for those that want to follow along at home!

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

Jen Davenport – President

Chelsea Myers – Vice-President

Sabrina Vaughn – Treasurer

Sarah Ruffing – Secretary

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

PTO Board, at least Jen, will meet with Mrs. Linder to plan 2023-2024 calendar. Dates below are not locked in.

PTO closet will likely have to be converted to concession stand for junior high games, but there are better storage areas with better storage. We will share with pre-school. We will have officer keys. We will look into a PTO fob.

## **Teacher Requests:**

Once approved – Sabrina will send note of approval to teachers that request. Sarah will also send out notes by email.

April requests:

Mrs. Happy/Mrs. Davis – Up to \$60 for Mothers Day project and \$400 for end of year prizes – APPROVED

Mrs. Happy - \$24.95 – Super Teacher website for K-6 use (renewal) - APPROVED

## **Past Business:**

- **Picnic's PTO day** – For April PTO earned \$197. Winner of \$25 Picnic's gift card was Morgan Bridenbaugh. Families that will receive free Kona Ice on May 19<sup>th</sup> (Field day) for their children/students: Michelle Harrison, Tricia Gillum, Sarah Ruffing, Rusty Eshleman, Casey Stout. 22/23 earnings for PTO - \$1,389! (About \$300 more than last year – thank you for your support!)
- **Kona Ice** – March earned \$100. Next date: Monday, April 17<sup>th</sup>. 23/24 proposed schedule 09/18/2023, 10/23/2023, 03/26/2024, 04/30/2024, 05/21/2024 (field day?). 22/23 YTD earnings for PTO - \$877 (with two more to go!)
- **BINGO** – THANK YOU SO MUCH! Special shout out to Sarah Ruffing and Chelsea Myers, great event! Thank you to teachers, staff and parents who took on extra responsibilities to make this event spectacular. We had around 375 people in attendance, including our valuable volunteers. Advise moving to gym next year due to yearly growth, regardless of pre-sales (we have a lot of walk in traffic!); we were over capacity for the cafetorium. Profit was over \$2,800. Ideas have been captured for next year based on questions, observations. Feel free to send any additional feedback, ideas, or requests to join the BINGO committee to Sarah or Chelsea.

## **New Business:**

- **Scholarships** – 4 students applied. 3 paper applications and 1 online. The first interview was tonight, the rest will take place on April 26<sup>th</sup>. Scholarships will be awarded at the Senior Breakfast on May 26<sup>th</sup>.

- **Teacher Appreciation Week** – Casey Stout to help (Annie will train Casey). Looking for one more person to co-chair for next year with a flexible schedule! See water and pop in PTO closet, leftover from BINGO night (This can also be used for teacher luncheon). Casey will need help next year to run – cannot take a week off of work, need someone to set up, clean up as a co-chair. Casey is recruiting friends.
- **Field Day** – May 19, Kona Ice will be there and will setup outside 10:40-3:00pm.
- **Teacher Luncheon** – June 2<sup>nd</sup>. Soup and Salad bar with bread and cookie. Start around 11am, Jen will be posting on Facebook for volunteer needs.
- **Teacher/Staff gift** – April’s gift was a bag of candy, “We’re over the rainbow for you! Thank you for all you do!” – “It lifts our spirits” – Mrs. Quinn
- **Goals:** 22/23 goals were recruit more volunteers (accomplished, but still working on!), continue to grow family participation (Open House and Bingo were a good marker for this and I would say this was achieved), install GaGa pit (this goal changed to provide mulch – Megan Linder to further instruct on this or other needs for playground - \$500 budgeted).
  - **Goals for 23/24**
    1. **FM class T-shirts every year, get early in year** – Reach out to businesses not contacted (\$1500 needed), boosts school spirit. SPH kids don’t have them – not in class – ok with home school. Need to add preK and K this year. Shades of blue? Add year so kids wear right shirt. Inspirational quote? Have HS art design? We could purchase shirts ahead, have budget, but need to know sponsors for back. Cavalier will offer shirts for parents to buy to offset our costs. Try not to overlap with student council – discuss with Clint.
    2. **Add a spring event – Glow dance? Fun run? Glow run? Gym event?** – April (can cancel practices), May games will get in the way
    3. **Optimize meeting times for attendance** – We haven’t necessarily had more people at 7 vs. 3:30pm. Is 4pm a good time for teachers on Mondays? (Ask in MAY meeting) It is easier for more parents. We need to keep the meetings at school per bylaws. Teachers are not required to come, but it is great to have their voices – sign up process to ensure a few teachers per meeting?
- **PTO Post – last one for school year – what messages**
  - May 15 meeting – We will be discussing next year’s meeting time, 23-24 goals, 23-24 calendar
  - 23-24 calendar – Open house will have hot dogs and drinks and cookies, meet your teacher, working on free haircuts again! – August 28<sup>th</sup>/August 29<sup>th</sup>
  - Need for volunteers... include event chairs list
- **Approve 2023/2024 Budget**
  - Ideas on spending overage from this year
    - Playground – paint lines, playground equipment (swings), balls, jump ropes, net bag for each grade (balls, etc.)
      - Net bag with balls and toys, chalk, jump ropes – 1 per grade, age specific, kids in grade manage at recess
      - Megan has applied for grants to get more equipment. Jamie will check into grants.
      - Would like to replace tire swing area, but not tire swing as kids get dizzy/sick
    - Teacher gift cards
    - Student party
  - Next year we’ll make a little less – fewer Kona Ice days, but with Glow Dance/other – could make up
  - Budget for next year approved
- **Approve Treasurer’s Report** – Approved
- **PTO meetings** – Library
  - 3:30pm – May 15
- **Motion to Adjourn**

**PTO Calendar of Events '23-'24 – Tentative – PTO to confirm with Mrs. Linder**

- August 28? – Open House
- August 29 – First Day of School
- September 18 – “Get to know your teacher” flyers due back to PTO
- October 4 – Boonshoft Science Day
- October date TBD - Fall Fundraiser – Penny Wars
- November 1-30 – Toy Drive
- December 1 – Toy Drive delivery
- December 6 & 7 – Santa Shop
- January 14 – Skating Party (January 21 backup date)
- February 1 – PTO Scholarship applications distributed
- March 22 – BINGO
- March 29 – PTO Scholarship applications due
- April TBD – PTO Scholarship Interviews (to be awarded at the senior breakfast)
- May 6-10 – Teacher Appreciation Week
- May 24? – Field Day
- June 4? – Teacher Luncheon

**PTO Officers & Event Chairs 23'-24'**

- President** – Jennifer Davenport
- Vice President** – Chelsea Myers
- Secretary** – Sarah Ruffing
- Treasurer** – Sabrina Vaughn

- Beautification** – Jamie Johnson
- Volunteer Coordinator** – Sarah Ruffing
- Open House** –
- Monthly Fundraisers** –
- Boonshoft Museum in Motion** –
- Santa Shop** – Jennifer Davenport, Laci Sando, & Cherri Riffell
- Skating Party** – Jessica Fox
- Bingo** – Sarah Ruffing & Chelsea Myers
- Teacher Appreciation** – Casey Stout &
- Staff Luncheon** –
- Student/Staff T-shirts** – Casey Stout
- Newsletter** –

**Treasurer’s Report  
March 21, 2023 – April 17, 2023**

Receipts

3/22/23 Pre-order Bingo Cash	\$40	
3/22/23 t-shirt sponsor Edison	\$500	
3/27/23 Bingo night		\$2867.31
4/6/23 Interest Deposit		.60
4/6/23 Picnics		\$197
4/17/23 Kona Ice	\$100	

**Total            \$3,704.91**

Expenditures

3/21/23 Chelsea Myers bingo and teacher gifts	\$208.48
3/22/23 Bingo Change Sabrina Vaughn	\$600
3/28/23 Marcos Pizza for Bingo	\$635.5
3/30/23 Cavelier clothing (tshirt extras)	\$144

**Total            \$1,587.98**

**ENDING BALANCE    \$16,138.24**