PTO Executive Meeting

Tuesday September 25, 2018, 5:30 pm, Minutes taken by Secretary, Melissa Chernovsky

Race for Education (Lisa Lyman)

- Discussion on if the Race for Education fundraiser is needed for this year
    - If not then we can only contribute $15K to the classroom and will also need an alternative fundraiser to raise funds to cover the typical budget items.
    - If a different fundraiser should start planning an alternative fundraiser now for the next school year; an auction is a lot of work
    - Every other year for the Race for Education? Most schools run it every year
    - Maybe lower the fundraising target.
- Outdoor classroom
    - Shira Dowling has met with the Board of Education to discuss the major and minor pieces.
    - Next steps are pricing on items and ordering. Will be nice to declare in the spring fundraiser what was achieved by last year's fundraiser

President's Report (Elizabeth King)

- PTO Bylaws were reviewed and edited. Crystal Covington-Alexander captured notes via overhead projector. Updates are to be posted to the school website and parents notified via the next Rocket Blast.
- The School PTO website needs to be maintained – Melissa volunteered to take it over, need to meet with Abbie to learn how
    - https://rkepto.wordpress.com/
- PTO Facebook page – board members currently do not know the password, nor do they know to which address where the change password email would be forwarded. Kim Augusterfer will ask Ann Sharp may know when the page was established.
- The school website needs updated with the current school year planned dates for PTO minutes. Wendy Smith and Shira Dowling can make those updates directly, Melissa to email them the new information.
- Mids for Kids – Tuesday last week Sept 18th was an event where a car of 4 Mids arrived and Friday 4 more had a second event.

Principal's report (Shira Dowling)

- A big Thank you! to the PTO for the gift cards and teacher's appreciation
- Looking to put a contract together to teach meditation to the teachers
    - School MOI budget is available for construction, paper, paints, but not for services
    - Easiest way is for PTO to sponsor
    - Audrey McGuire knows a contact for meditation training
    - Discussed that PTO could also possibly sponsor a school event for parents

- Parent teacher conferences this year will be through signup genius with a link posted on the school website
- Shira needs Kim to fill out a treasurers report/form that she turns in at the end of October.

VP report (Audrey McGuire)

- Membership is at 114 members this year (up from ~90 last school year) with $3700 incoming through dues/fundraiser (up from ~$3400 last school year)
- Directory – Lisa Levine Tomilson is spear-heading this activity.
- Gift cards for teachers – have been purchased to provide $100 to each teacher for classroom supplies
- Custodian appreciation day is upcoming. Audrey confirmed that there are 4 staff members
- Audrey will organize a luncheon for October 23rd, during parent teacher conferences

Treasurer's Report (Kim Augusterfer)

- Set the budget for the year, some highlights/discussion notes of changes over the previous year:
    - Backpack Buddies equity is ($9611)
        - Approximately $1340 (actual $1518) of this budget was from Hershey Park Ticket sales
    - Will keep restaurant night line item – they are fun for families, but with very low expected fundraising totals
    - Keep all events with budget of $500, otherwise admission to be charged to make up the difference of increased budget
        - for example, the father/daughter dance: where income = $1150, expenses $1573, for total cost ~$423
        - Mother/son event run similarly would need to charge a small entry fee this year
    - Fieldtrip assistance – reduced budget item by $1200 as 3 classes didn't use their $400 budget last year and not expected to use it this year
    - Teacher appreciation set to $4500, ~$200 increase over last year's budget
    - 5K run – plan to eliminate this expense line item and go with an alternative that the Mighty Milers and PTO can piggy back: organized attendance of the Ripley Race in Annapolis.
    - Spirit Wear T-shirts from last year were included in the Race for Education 2017-18 expenses.
    - Can remove technology fee – as the PTO did not renew Track it Forward
    - Discussed the movie license fee which is good for 12 months and how to optimize utilization by delaying re-purchase until late Spring.
    - Most other line items remained with similar funding levels

Volunteer Coordinator (Lauren Miller)

- Raptor – will track volunteers vs. visitors upon check in. program is able to report out volunteer hours
- Volunteer training sessions: 16 parents during evening sessions & 13 parents today
- Plan to do a Connect Ed advertisement and Rocket Blast reminders of upcoming training sessions

Special Events Coordinator (Catherine Bishop)

- Need to seek Volunteers for organizing events, and to train new volunteers for established events where parents have their youngest child in 5th grade

Secretary (Melissa Chernovsky)

- Box Tops drive will be in October. Working on the flyer. Plan to do two challenge drives by grade, where the same grade can't win both in fall and spring.

RKE Staff Report (Michelle Bassett & Crystal Covington-Alexander)

- Michelle seconded Shira Dowling's gratitude to the PTO for the gift cards and teacher's appreciation events
- Discussion of a spirit wear order for teachers, with emphasis on warmer gear for cold weather. It was discussed that Heidi's sister has access to screen printing services

Adjourn ~7:45pm.