

AG Richardson PTO Minutes

Board Meeting

October 16, 2009

The board meeting was held on October 16, 2009 at 8:30 a.m. Those in attendance were Janine Morrison, Sarah Richards, Jill Armm, and Lori Deane. Also in attendance were Jane Hall, AGR Assistant Principal, and Sue Bridges, AGR Principal.

Old Business:

Bylaws: It was discussed whether or not it was necessary for the executive board to sign and file the bylaws, and that the current bylaws are posted on our website but not signed. Sue did not recall doing so in the past.

Mrs. Bridges reported that the teachers felt supported by the current board and had received nothing but positive comments, in addition to noticing increased volunteers in the school.

Secretary's Report: Lori Deane will handle the treats for staff during American Education Week, which is the week of November 16, 2009. We will need to plan for 90 staff members. We will have fortune cookies, muffins, and starburst candy (Sarah Richards will cut the stars) on three of those days. Lori Deane will plan the other two days. We will also provide trays of snacks for the teachers on the evening of the parent conferences on November 5, 2009. Lori Deane will coordinate the trays for the teacher's lounges on all three halls.

Treasurer's Report: Jill Armm reported that we received \$70.00 from Target red card, and the spirit booth has made \$1,238.00 to date (\$1,300.00 was budgeted for the entire year) but since additional items were purchased we are approximately \$200.00 away from breaking even. The spirit items were received well at the book fair, and IHOP is allowing us to set up a table in their lobby on spirit night for sales as well. The bulldogs, coin purses, and magnets were the most popular, and we will inventory our supplies. A new coffee pot in the teacher's lounge was donated and Susie Mountcastle ordered new trays and some dies for the Accucut machine. The book fair was on target, a total of \$7,500.00 was received which is one-half of what is budgeted for the year. A total of \$9,700.00 was received, and last fall \$11,000.00 was received. Mr. Matz pulled approximately \$3,000.00 worth of books from the sale proceeds, approximately \$500.00 in miscellaneous items, and has approximately \$200.00 to purchase in additional items from Scholastic. Since the spring sale is BOGO, there are no profits. Jill Armm will ask Mr. Glick to post the revised budget.

Back to School Night: The PTO general meeting was very well attended, but we might consider two evenings in the future due to parking constraints.

Sally Foster Fundraiser: Sarah Richards reported that prior to the Friday deadline, she had received only 23 orders. After a reminder and on the final day of sale, she received 82 orders. The orders are being picked up today, and we receive 50% of the profits. They will call us two days prior to delivery for payment. Our internet sale proceeds will be received in January. Sarah Richards did not have a total of funds received but did state that she believed we received between \$200.00-250.00 in check donations, which is 100% profit to the general fund.

Square 1 Art Fundraiser: This fundraiser will begin on October 29, 2009 and orders are due to Ms. Testerman on November 8, 2009. The cookie dough fundraiser is also going on in the music department with Mr. Gibson. He will organize his own volunteers.

The Job Board is going well and the third grade teachers are using it the most. Their ideas might be presented at the next staff meeting.

Market Day: This program is up and running again with Lorraine LaRosa chairing the fundraiser. She will need assistance on delivery dates (first date is November 17, 2009.) The pick-up time will be from 7:00-8:00 p.m. , which we do not control due to Market Day's delivery system. All proceeds go to the general fund.

Eco-Recycling Campaign: The response has been very low, so a reminder with a collection date was suggested, as well as allowing items to be dropped off in the car rider line. Sarah Richards volunteered to be our green mascot.

School Beautification project: The planting date is October 30, 2009. The penny wars the SCA organized raised approximately \$1,045.00. They will most likely pull \$200.00 of those funds for the plants and we will match those funds. Lori Deane will contact Vince Valla and Anita Street to take photographs at the event, and possibly for presentation of our check to the SCA. We will need to check with Lori Daly to confirm that the school has permission to use the children's pictures.

Santa Breakfast: The poinsettia sale profits will go to the playground fund. Jill Armm will follow up with Battlefield Farms on their discount. The start time for the event will be moved to 8:30 a.m. We should expect 200 in attendance (adults and children.) Janine Morrison has left a message for Tim Carlson, the photographer. Anne Luckenbill and Janine Morrison met with Denise Head and she will be handling the food for the event, as well as contacting the cafeteria staff and handling the hot cocoa stand. Mrs. Wynam will handle the crafts again and her theme is "Twas the Night before Christmas". She has \$250.00 in her craft budget. Last year the tickets were \$5.00 for adults and \$3.00 for children. The Board discussed moving ticket sales up to 225, and raising the ticket price to \$6.00 and \$4.00 to cover our costs. Rita Strickland handles the tickets. The 50/50 raffle has generated income in the past, and door prizes have been provided in the past as well. Several ideas were discussed in order to shorten the line to speak with Santa and Mrs. Claus, and Mrs. Bridges suggested giving each child a ticket when they entered and calling certain numbers during the event to meet with Santa and Mrs. Claus. Last year the poinsettias were purchased at Blue Ridge Growers, \$3.00 for 6 inch pots, and \$7.51 and \$9.10 for 8 inch pots. Jill Armm will try to locate the flyer used last year for pricing information. The selling of wreaths by pre-order was discussed and the board did not want to move forward on that issue. Poinsettia pre-sale flyers will go home with students on or about November 13, 2009.

Playground Committee: The playground committee met and is going to be sending out donation letters to local businesses/organizations by the end of the month. Sue Bridges reported that Linda Foiles would attend the next playground committee meeting. One of the parents has taken photographs of the current playground and another has contacted four companies for price quotes. The next meeting is on October 26, 2009. Sue Bridges will follow up with Jeff Shomo regarding the legal issues of PTO financing the playground project. Janine Morrison reported that she met with Doug Robson and he gave her a contact at Sycamore Park Elementary School as they completed phase one of the playground for \$28,000.00. He also suggested that we investigate whether there were funds available within the school's budget to make the playground compliant with the Americans with Disabilities Act. The surface also needs to be upgraded. Sue Bridges will e-mail Doug Robson to remind him about the next meeting. Once we have three bids in, we will set up meetings with the representatives to present samples, which will then be presented to the school for selection by the children. Janine Morrison questioned if the PTO could take out a loan for the first two phases of the playground so we could hold some money back. Jill Armm will check with the bank regarding loans as well as to our ability to earn interest on the playground fund account. Most companies will require 50% of the purchase price. Jill Armm suggested sending a donation letter to Culpeper Schools Foundation and Lori Deane will send an e-mail to the PTO database requesting their input on other businesses/organizations to contact.

New Business:

H1NI/Sick Room: The Health Department will be administering the vaccines but we will need to provide parent volunteers to assist with the logistics. A date has not yet been set with our school. The vaccine is for students only, and will be provided at no cost and insurance cards/forms will be not necessary. Sue Bridges will put the sick room on the agenda for the upcoming parent liaisons meeting. The sick room is located in the school's conference room and Janine Morrison will attempt to get some parents on standby for their assistance, if and when needed. Jeanie Barlow was identified as a person who could provide valuable assistance. Masks and gloves will be provided.

IHOP Spirit Night – Our first IHOP spirit night will take place on October 22, 2009 from 5:00-8:00 p.m. The spirit table will be in the lobby. Slips are not necessary, but the manager did request that the cashier be notified that the customer is with AGR. We will offer a popsicle party to the class with the most participants.

Honeybaked Ham Fundraiser: Janine Morrison reported that the local store contacted her for a pre-ordered ham fundraiser. The board discussed a Christmas and Easter fundraiser but decided against it.

Santa's Children's Shop: The board decided not to move forward with a children's gift shop at the Santa Breakfast.

Character Ed. Programs: The board did not feel it was necessary to add additional assemblies as they have not been cut from the budget altogether, and field trips were still occurring as they have in previous years.

Spirit Items – The board decided to perform an inventory prior to any re-order in November.

Teacher Goodies – Janine Morrison and Jill Armm coordinated treats for staff previously and Sue Bridges reported that they were very much appreciated. We have a total of 90 staff members in our school.

Parent Conferences – Lori Deane will coordinate the treats for the teacher's on November 5, 2009. Fruit and cookie platters were suggested, as well as signage that the treats are courtesy of the PTO.

Coupon Book Fundraiser: The board decided not to move forward with the \$25.00 coupon books.

Spirit cards: The board decided to place this matter on hold.

PTO Press: Lori Deane will prepare a November/December issue.

Our next meeting will be held on November 13, 2009 at 8:30 a.m. Meeting adjourned.

Respectfully submitted,

Lori Deane, Secretary AGR PTO