

Page PTO Meeting Minutes

February 21, 2017 7:00 - 8:00 pm at Page School Library

ATTENDANCE:

Darla Robbins, President

Malissa Lashley, Vice President

Chelsea McCluskey, Secretary & Treasurer

Lacey MacDonald, Principal

Nicola Shaddon, Staff Representative

Melissa Cole, Fundraising Coordinator

Heidi Hewett, Family Resource Center Coordinator

Amy Eilers, Parent

Amber Huffman, Parent

Shawna Duncan Davis, Parent

MEETING NOTES

Darla Robbins calls the meeting to order.

I. Welcome & Gratitude

A. True Value Distribution Center

1. Darla expresses her gratitude to True Value Distribution Center for their donation.
2. They donated \$1400+ in merchandise to auction for the fence project, which consisted of: a smoker, heater, chainsaw, cordless set, 6k air conditioner, sawzall, nailer, and worm drive.
3. Darla states that we need to decide how to take the donation and turn it into money.
4. Malissa states that True Value said they would be happy to donate again in the future.

B. Darla thanks our Valentine's Night volunteers for another fun and successful school event.

C. Darla thanks Malissa Lashley for distributing the teacher totes, soliciting donations from Dickie Yo's and True Value, and consulting with Barnes & Noble for our Readathon field trip.

1. Darla states that teacher totes consist of samples, coupons, snacks, toiletries, and Cosmos.
2. Barnes & Noble will give students a tour, and talk to them about being an author, and the job of running the store.
3. Malissa states that Barnes & Noble also donated 6 copies of The Notebook; each with a copy of the DVD.

II. Budget Report - Chelsea McCluskey, treasurer

A. Revenue

1. Chelsea states there was \$273.51 in revenue from popcorn sales over the last month. There was a total of 5 popcorn days during the period.
2. T-shirt sales raised \$455.24, mainly due to sales by Darla at STEM night.
3. eScrip brought in a \$0.32 rebate.
4. There was \$127.40 collected from Panther Wrap sales.
5. Cosmos sales brought in \$27.43 on STEM night.
6. Total Revenue for this period is \$883.90.

B. Cost of Goods Sold

1. Chelsea states that popcorn supplies were purchased for \$77.37.
2. This makes the Gross Profit over the last month \$806.53.

C. Expenditures

1. \$394.18 was paid in Teacher Stipends.
2. There was an expense of \$65 for childcare at both a PTO meeting, and a music program.
3. There was a \$10 Administrative Expense to cover the monthly QuickBooks Online fee.
4. There were two One Time Expenses: \$114.82 for 2 folding tables purchased for PTO events, and \$54.84 for Valentine's Night supplies.
5. Expenditures for the past month totaled \$761.90, making the net profit for the month \$44.63.

III. Popcorn & Box Tops - Sarah Olson & Melissa Cole

A. Darla states that spring Box Tops collection is due March 1.

- B. Melissa states that the last collection totalled \$199.90 in Box Tops, and \$10 in Labels for education.
- C. Melissa is disappointed with these numbers. Teachers say that students aren't turning them in.
- D. The group agrees that we need to work on Box Top promotion.

IV. Readathon - PTO Fundraiser - February 6 - 24, 2017

- A. Darla states that the envelopes and flyers were distributed and are due back on Friday, February 24.
- B. Chelsea and Darla will be collecting funds and will tally winners.
- C. 17 students (the top earner in each class) will win a field trip to Barnes & Noble, \$20 for books, and a treat at Dicky Yo's.
- D. One classroom from each wing will win a pizza and float party.
 - 1. The group agrees to get Costco pizzas.
- E. All participating students will receive a pencil, bookmark, and mini notebook.
 - 1. Darla states that Denny Price and her husband donated suckers to put in prize bags.
 - 2. Malissa Lashley volunteers to help Darla assemble the prize bags.
- F. There will be an assembly on Thursday, March 2 to announce the winners, and a winner board will be displayed at Reading Night as well.
- G. Volunteers will be needed for the Barnes & Noble and Dickie Yo's field trip day.
 - 1. Darla states that parents of winners may want to attend.
 - 2. Volunteers will be decided when winners are announced.
 - 3. Lacey states that she wants to take all winners in one trip.
- H. Lacey and Nicola state that students have been talking a lot about the Readathon, that the video game theme has worked well, and that the kick-off assembly was very motivating.

V. Book Fair - Library Fundraiser - February 27 - March 3, 2017

- A. Nicola needs volunteers for set-up, morning and afternoon shifts, as well as breakdown.
 - 1. Darla states she will do all mornings.
- B. Nicola states that she is aiming to do 3 book fairs this year.
 - 1. The first two book fairs benefit the library.
 - 2. In the spring Nicola would like to fit in a BOGO book fair, which benefits the students.

VI. Reading Night - School Event - Thursday, March 2, 2017 from 6:00 - 7:30 p.m.

- A. Darla will be a Book Fair cashier. Chelsea and Malissa volunteer to sell t-shirts and Cosmos for PTO.
- B. Melissa will check with Northwood Christian Church to see if anyone wants to volunteer at reading night. She stated that the volunteers enjoyed the opportunity to help at STEM night, and really appreciated their thank you notes.
- C. Nicola states that there is a cook coming to the event, and Shawna will be helping with the food.
 - 1. Nicola states that a couple of volunteers are still needed in the kitchen.
 - 2. Shawna volunteers to grab needed food items from Cash and Carry and Fred Meyer. Darla suggests that Sarah Olson may also be happy to help.
 - 3. Darla suggests trying to get volunteers from Pacific Continental or Oregon Community Credit Unit, and Heidi would like to ask Imagination Incorporation.
 - 4. Nicola states that there will be 3 guest speakers: a firefighter, policeman, and nurse (Melissa Cole).

VII. Classified Staff Appreciation Week - School & PTO Observance - March 6-10, 2017

- A. Darla states that the PTO will just be coordinating with the 4th grade teachers behind the scenes.

VIII. Movie Day - School Event - Friday, March 24

- A. Darla states that the PTO normally supplies popcorn to the whole school. The group agrees to supply it again this year.
 - 1. Student counts will be needed.
 - 2. Each teacher will need to have a popcorn box on the stage that morning.
- B. Movie start times will be staggered so teachers don't have to entertain students for a great length of time after the movie.

IX. Basketball Fundraiser - Physical Education Fundraiser - Burdy Smith, Andrew Dempsey

- A. The event will be held Friday, March 17, 2017 (St. Patrick's Day) at Springfield High School.
- B. All proceeds will benefit the Page Elementary PE program.
- C. Lacey states that staff is very excited about this fundraiser.

1. There will be nearly 100% staff participation, and each staff member has been asked to sign up for 2 events.
2. Many 5th graders will be participating, and the fundraiser is a gift from the 5th graders to the school.
3. Lacey is excited to get students to the high school, because many don't get the opportunity to go there before they reach high school. There are also students who believe they will never make it to high school.
4. Lacey states that Burdy Smith ordered t-shirts for staff members, so they will be recognizable.
5. The 5th graders have received flyers for the event, and the rest of the students will receive them after reading night.

D. The event will include mini basketball games, 3-point contest, raffle items, and concessions.

1. Raffle baskets - Melissa and Malissa will help gather donations. Darla states that we aren't going to ask families to help with this.
2. Concessions - Darla will ask Billy Thur to provide concessions at the event, and see if we can also get the Larson's stand with chocolate dipped items. Amber volunteers to do chocolate dipped treats if we can't get Larson's. She has her food handlers permit.
3. PTO will set up a table to sell Page spirit wear. Chelsea and Malissa volunteer to sell spirit wear.
4. PTO will solicit donations for drinks to sell at the event. Volunteers are needed.
5. Darla states that PTO members are welcome to volunteer at the event, and she passes around a sign-up sheet.
6. Security may be needed for the event. Lacey states that she will check with Audrea to see what they do for SHS sporting events.

E. There will be a planning meeting before the event to go over all the details.

X. Girls on the Run - After school enrichment

A. Darla states that volunteers are needed to run with the girls during weekly practices (3:30-4:00 p.m.) or to serve as running buddies at the June 3, 2017 5K run in Corvallis (background check & \$15 fee required).

1. The 5K takes place at Reser Stadium.
2. This year we want to make sure the girls have a tent and costumes, like the other teams.

B. Darla states that she signed up as a coach in order to help with paperwork.

XI. 5th Grade BBQ - School & PTO event

A. Darla asks the group how the PTO can support this year-end event?

1. Shawna states that the BBQ was very fun and memorable in the past.
2. The 5th grade teachers are eager to have the event again, and the PTO should coordinate with them.
3. Shawna states that she already has volunteers for the event.
4. The group agrees that the event should be during school, and on the side of school or near the garden. It is stated that this location could interfere with recess.

The meeting is adjourned.

Recorded by Chelsea McCluskey on February 21, 2017

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