

Page PTO Meeting Minutes

January 17, 2017 7:00 - 8:00 pm at Page School Library

ATTENDANCE:

Darla Robbins, President
Chelsea McCluskey, Secretary & Treasurer
Lacey MacDonald, Principal
Nicola Shaddon, Staff Representative
Melissa Cole, Fundraising Coordinator
Sarah Olson, Popcorn Team Member
Bethany Boardrow, Teacher
Karen Blachly, Teacher
Heidi Hewett, Family Resource Center Coordinator
Jessica May, Read-a-thon Fundraiser Lead
Amy Eilers, Parent
Dawn Patrick, Parent
Mary Thomson, Parent
Monica Tapia, Parent

MEETING NOTES

Darla Robbins calls the meeting to order.

- I. Welcome & Gratitude
 - A. Holiday Food Drive volunteers
 1. Darla and Heidi thank volunteers for assisting with the food drive. It was very successful and we served a record breaking 39 families, giving them food and gifts for each child (82 total) in the family.
 2. Darla and Heidi thank Pacific Continental Bank and The Eugene Masonic Lodge for their generous monetary donations.

- II. Budget Report - Chelsea McCluskey, Treasurer
 - A. Expenses (for the last 2 months)
 1. Chelsea states that \$345.56 was paid in Teacher Stipends.
 2. \$90.00 was paid in childcare, covering 2 PTO meetings and the 5th grade music program.
 3. The last receipt came in for the Harvest Carnival. \$95.52 was paid to cover pizza for the volunteers and ice.
 4. \$29.40 was paid in Administrative Expenses - QuickBooks fees and stamps.
 5. \$478.83 was paid to cover the Hult Center Trip for the 5th graders.
 6. Snacks were purchased for the Panther Wrap rolling party for \$24.78.

7. Bus transportation was funded, for 2 field trips, for a total of \$54.99.
- B. Income
1. Chelsea states we received a check came in from the Box Tops for Education program for \$566.50.
 2. \$113.04 was earned from popcorn sales over only 2 popcorn days.
 3. There has been \$343.12 in t-shirt sales. A second t-shirt inventory purchase, along with a surprise spirit wear purchase, were funded for a total of \$670.50.
 4. \$500.00 was received from McDonalds, that was earned on McTeacher's Night.
 5. The Panther Wrap fundraiser brought in \$2,654.00. There was a total COGS of \$2,900.67, resulting a loss of \$246.67.
 6. Oregon Community Credit Union made a \$150 donation intended for the food drive that will be absorbed by the general fund.
- III. Popcorn & Box Tops updates - Sarah Olson, Melissa Cole
- A. Sarah and Melissa agree that it would be helpful to the Box Top baggies again, and that we need to make sure that teachers are actually handing them out to students.
- IV. 501(c)3 Application - By the end of the year the PTO will officially be non profit.
- V. STEM Night - Thursday, January 19, 2017 from 5:30 - 7:30 p.m.
- A. Darla will be selling t-shirts and Cosmos at the event.
 - B. Sharpies and buttons are still needed.
- VI. Valentines Night - Tuesday, February 7, 2017
- A. Students can come and make Valentines for their classroom, or whoever they'd like. They also have the option to bring in their own Valentines in, and prepare them for their class.
 - B. Sarah Olson will pick up food.
 - C. Set up at 5:15 (Sarah, Mary, Chelsea, Melissa, Nic, and Anna).
 - D. Heidi will send out an email, if needed, after STEM night.
- VII. Cosmos Fundraiser
- A. Darla states that 215 bags of Cosmos were donated by Springfield High School, and that it sells for \$4/bag, which is all profit.
 - B. Darla asks the group how we would like to sell it. The group agrees that it would be a great addition to STEM Night and the basketball event in March. The group also discusses sending envelopes home with students for individual sales.
- VIII. Etsy Store
- A. Darla states that she opened an etsy shop to sell excess Panther Wrap, and that it can be a long term money maker.
 - B. She would like to post handmade items to the store, with profits to benefit Page.

- C. Lacey suggests having Mrs. Pennicott come up with a 5th grade project to sell in the shop.
 - D. Darla knits, and may place some of her items on there.
 - E. Darla states that the more items we place in the shop, the more likely our items are to be seen.
- IX. Veritas-Donated Computer Monitors
- A. Mary states that Facebook Marketplace is the best place to list them, and to gain the most profit. She will take a few at a time to liquidate, as there are 30-50 monitors total. Mary volunteers to do the cleaning, selling, and transporting of the items.
 - B. She also states that she has a couple of nice upholstered chairs from Veritas as well. She offers to give them to the school, or liquidate them as well.
 - C. Melissa states that she has been donating the paper goods, donated by Veritas, to teachers for classroom parties.
- X. Read-a-thon Fundraiser & Reading Night
- A. Jessica states that we should have all information printed on a donation envelope, with the option to pledge per time segment, or a flat donation.
 - B. The reading units will be based on grade level.
 - C. Envelopes will be sent out Friday, February 10th. Students will have 2 weeks to read and earn money. The envelopes will be due back on February 24th.
 - D. Prizes will be awarded to the top readers in each class, as well as the top class in each wing.
 - E. The book fair will be March 2, 2017, and will coincide with the end of the read-a-thon.
- XI. Classified Staff Appreciation Week - March 6-10, 2017
- A. Darla states that last year the PTO provided coffee to classified staff members.
 - B. Lunch was catered for certified, but classified staff didn't realize that it wasn't for them.
 - 1. Sarah suggests doing a combined meal on a neutral day, possibly in between the 2 weeks of appreciation.
 - C. Lacy suggests taking a cart around with snacks and drinks to each classroom, and letting staff members choose what they'd like from the cart.
 - D. Darla suggests bringing a masseuse into the school to give massages. Monica mentions we could get massage students.
 - E. It is pointed out that during Classified Staff Week there is a no school day. It was upsetting to some staff last year. The group agrees to start on Friday this year, and 4th grade teachers are coordinating.
- XII. Basketball Fundraiser - Friday, March 17, 2017 (St. Patrick's Day) at Springfield High School
- A. This event will benefit the Page Elementary PE program: equipment, and possibly a PE specialist.

- B. There will be mini basketball games, raffle items, 3 point contest and concessions. (5th grade vs. staff, 4th grade vs. staff, free throw contests, something for all students)
 - 1. The PTO will solicit/gather raffle baskets - Melissa may do this.
 - 2. PTO will arrange concessions - Billy Thur @ Zingaro
- C. Audrea will be donating Cosmos, gatorade, and "Future Millers" tees that she will have made.
- D. Bethany suggests that we could use football players and wrestlers as volunteers.

XII. Girls on the Run

- A. Bryn Frederickson & Brittany Adair will be the head coaches (supported by Darla Robbins).
- B. The PTO can support by fundraising, coaching, or serving as running/walking buddies during the 5k.
 - 1. The 5k is on June 3, 2017 in Corvallis.
 - 2. Running buddies can bus up with the girls, or transport themselves.
 - 3. Several women show interest in being buddies.

The meeting is adjourned.

Recorded by Chelsea McCluskey on January 17, 2017

Page PTO
% Elizabeth Page Elementary School
1300 Hayden Bridge Road
Springfield, OR 97477
541-744-6407