

Page PTO Meeting Minutes

November 15, 2016 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

Sarah Olson, Popcorn Team Member

Karen Blachly, Teacher

Heidi Hewett, Family Resource Center Coordinator

Jessica May, Read-a-thon Fundraiser Lead

Amber Huffman, Parent

Amy Eilers, Parent

Carrie Fuller, Parent

Dawn Patrick, Parent

Mary Thomson, Parent

Monica Tapia, Parent

MEETING NOTES

Darla Robbins calls the meeting to order.

- I. Welcome & Gratitude
 - A. Harvest Carnival Volunteers
 1. Darla acknowledges the fraternity members for volunteering. She noted that the fraternity was a great help running activities, but when it came time to clean up, they just left.
 2. Popcorn hands all sold. Next year PTO may do their own concessions table, and do rice crispy treats as well.
 - B. Amy Eilers
 1. Darla thanks Amy for renovating our beverage coolers.
 2. She points out that the drainage tubes collected algae even after cleaning. The drainage apparatus will need to be replaced.
 - C. Billy Thur & Zingaro - Darla recognizes Billy for providing food for the Harvest Carnival. Thank you Billy!
 - D. Imagination Corporation
 1. Heidi thanks Imagination Corporation for their donation to Page.

2. She explains that they have requested to buy, pack, and deliver 57 weekend snack packs for Page students in need.
3. An anonymous donor donated some money to help a needy family with some groceries.

E. Darla thanks Matthew Fisher

1. Darla states he is working on putting a cement pad in, as well as new bike racks.
2. He would like to put the bike racks under the covered area next to the school garden. Nicola states that it would conflict with school garden activities.

II. Budget Report - Chelsea McCluskey, Treasurer

A. Chelsea goes over expenses for the past month.

1. Chelsea states that a few teachers were reimbursed for expenses last month.
2. Harvest Carnival Expenses are currently totaling \$853.52, but about another \$100 in reimbursements are expected.
3. The PTO funded transportation to Herrick Farm for Mrs. Thiele's class, totaling \$19.69.

B. Chelsea goes over fundraiser income for the last month.

1. Box Tops brought in \$241.30 in revenue. There was a \$16.04 expense for the zip top collection bags, which results in a profit of \$225.26.
2. Popcorn sales remain steady. There were a few supply receipts turned in last month. Revenue is at \$594.85. Supplies up to date have cost \$235.66. Current profits are at \$359.19.
3. T-shirt sales have slowed down. Current revenue is at \$1,359.07. An order was made to replace inventory for \$1,161.00. The current profit for the category is at \$198.07.
 - Chelsea mentions the possibility of applying COGS per item to get a more accurate picture of profits.
4. The Harvest Carnival brought in \$631.37. Current expenditures total \$853.52, with another \$100 in receipts expected to come in. Darla points out that we stayed under the \$1,000 budget. We had a loss of \$222.15, but the main goal was a fun night for Page families.
5. Fire Up Your Feet raised \$750 for the school.
6. Darla put in the order for the Panther Wrap, as well as the purchase of plastic tubes, and order envelopes. Expenses have totaled \$2,894.69, and a \$6,000 profit is expected.

III. New Business

A. Girls on the Run

1. This program takes place in the spring.
2. Volunteers are needed to coach and organize.
3. The program focuses on self-esteem with a learning portion, and last year the girls trained to run a marathon (running portion).

4. It requires student applications.

B. School Facebook Page

1. Darla states that a capable volunteer is needed to write engaging content that relates more to the curriculum, and school activity unrelated to PTO. Photographs would be appreciated.
2. Canva is the website Darla uses to help create interesting page layouts.
3. Lacey agrees to help Darla with the Facebook page.

C. Read-a-thon Fundraiser - Jessica May, Lead

1. Jessica states that the fundraiser brought in \$10,000 at the previous school she was involved with.
2. Kids had a chart with spaces for "book title", "amount of time", and "total time". The reverse side of the paper was for pledges, either a certain amount per minute or flat amount.
3. The last school ran the read-a-thon for 10 days.
4. Teachers really pushed it, and the reading time in class was included in the classroom, and PTO recorded time from poster board.
5. Top earner in money, and top reader earned prizes. Prizes were large.
6. The group agrees it would be beneficial to do an assembly to jumpstart the fundraiser.
7. Lacey has the parent letter they used at Walterville. We can reuse it for Page.
8. The group agrees that winners should do a field trip with Lacey to Barnes and Noble, and Dickie Yo's. The top two winners will be calculated by appropriate units per grade level.
9. Other ideas are that the top class gets a pizza party, and all participants get a bookmark and pencil.
10. March 2nd is reading night. The read-a-thon will coincide with the event.
11. The group decides to eliminate BINGO this year, and focus on read-a-thon, and basketball event.
12. Darla presents the idea of a parent concert, complete with video auditions.
13. Monica has an idea for a movie night with concessions.
 - Lacey has done this before at Walterville.
 - She played the movie on her computer and projected it up on the wall.
 - Mats were laid out on the gum floor.
 - There was no charge for admission.
 - Profits were made off of concession sales.

D. Holiday Food Drive - Heidi Hewett, Coordinator

1. Food collection will be December 5-13, and it will be a competition.
2. Volunteers are needed to help put together boxes on Tuesday, December 13 at 6 pm. The group decides that this will be done in place of the December meeting.
3. Heidi states that there are a lot of needy families at Page this year.
4. 4 Thanksgiving baskets have been donated.
5. 11 students are covered for Christmas so far.

6. Mary will check with the Masonic Lodge and Kendall Ford.
 7. Pacific Continental Bank is a possibility for donations.
 8. Darla states that Oregon Community Credit Union gave \$200 to BINGO night in the past. Darla thinks they may do a Christmas donation instead.
 9. Monica suggests giving out prizes, and higher protein items earn more points.
 10. Heidi thinks a giving tree on the resource board would be great. Amy Eilers will design it.
 11. December 13th at 6 pm boxes will be put together. This will replace the PTO meeting for December.
- IV. Playground Fence Project - Malissa Lashley, Vice President, Lead
- A. Full permission has been granted by the school district and Willamalane to move forward with the project.
 1. The cement footer will only be required for the front portion of the fence, parallel to the parking lot.
 - B. A letter to Page families is needed for feedback on the project and connections.
 1. Lacey states the letter can go out, and that there is a great need for the fence.
- V. Box Tops for Education - Melissa Cole & Sarah Olson, Box Tops Coordinators
- A. Fall Collection Results were \$241.30.
 1. Darla congratulates Mrs. Fredrickson's class on winning the collection trophy.
 2. Darla asks if sending home baggies was effective. The group agrees to use them again.
- VI. T-Shirt Sales
- A. Darla states that we just received an order from Newell's Screen Printing.
 1. The order took weeks longer than it was supposed to.
 2. Curtis informed us that prices will be going up next order.
 - B. Darla states that she found a new supplier, McKenzie Sew-On.
 1. They offer better prices, fantastic service, and quick order fulfillment.
 2. Darla states that we ordered a few pink t-shirts as a test run, and a possible new color to introduce in the spring.
- VII. Fire Up Your Feet - Page was awarded \$750!
- VIII. Panther Wrap Holiday Fundraiser
- A. We ordered 750 sets of six, and sent out the order envelopes with students. A booster order can be placed, as needed.
 - B. Darla states that the order arrived today, and a scheduled time to roll the gift wrap will be needed. The group agrees on November 22nd at 6 pm.
 - C. Envelopes are to be returned by November 29. Orders are to be delivered to students the week of December 5-9, 2016.

The meeting is adjourned.

Recorded by Chelsea McCluskey on November 15, 2016

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