

Riley PTO Meeting Minutes
September 14, 2021 - Approved
6:30 PM - Riley Township Hall

Meeting called to order at 634pm

Pledge of Allegiance recited

Attendees – Dana Nickols, Jackie Brown, Christie Shaffer, Brandy Mather, Esther Haviland, Michelle Piggott, Sarah Doak, Heather Hager (via phone)

Previous Meeting Minutes – Reviewed minutes from June 2021 meeting, no corrections, Jackie motioned to approve, Christie 2nd, all approve

Financial Report – Reviewed August financial report, Brandy motioned to approve, Michelle 2nd, all approve. Reports for June and July were not available, will have at next meeting for review and approval

Staff Requests –

- pencil sharpener request from last school year is still hanging out there, Jackie will survey the staff to see who may want a manual sharpener vs an electric sharpener vs none needed. Once the survey results are completed she will bring request to PTO to assess the cost of the request.
- 2nd grade wants bussing costs covered for field trip to MSU, the total quoted from bus garage was about \$750 for the bus/driver/lunch, the ‘allotted’ field trip is usually \$550 so she is requesting the additional amt be covered as well. Because the 20/21 budget wasn’t completely utilized for field trips, Heather suggested we roll over some of those funds and increase each grade level budgeted amt to \$700/grade level (will increase preschool from \$400 to \$500). She will update the proposed budget for this year with this amt and can review/approve or reject during the budget discussion later in mtg.

Budget – Reviewed each line item for proposed expenses and revenue (see proposed budget documents). Since the box tops app isn’t user friendly we reduced the proposed revenue from \$75 down to \$50, this was the only edit to revenue. Under expenses a line item for courtyard/landscape/maintenance has been added with a \$1413 budget (this is the amount of money raised from the public request for help) in future years we plan on keeping this line budgeted at \$200, the field trip line was increased from \$3700 to \$4700. Jackie motioned to approve this proposed budget, Christie 2nd, all approved

Spirit Week – Mr. Corr stated spirit week was left up to each building, we will be participating and due to the short turn around time, Dana will coordinate easy, low-key themes for the week, she will present this to Mr. Corr Wednesday and get a flyer out.

Homecoming Parade – will be on 9/24 Dana and Christie will take the lead and get info into Friday folders this week

Halloween Event – trunk or treat event in the parking lot has been approved, but we will NOT have access to the building at all, tentatively set for the Friday before Halloween, Dana and Christie will take the lead and provide more information

Holiday Shopping Event – Is not allowed this year

Playground/Brick Garden/Courtyard Updates – the courtyards have been weeded and cleaned up, benches were built and installed/brick garden was ripped up and the engraved bricks are scattered throughout the landscaping around the building/Dana and Christie continue to work on the landscaping, thinning out perennials, weeding etc. The playground

committee has not met since March 2020. At that time we met with the playground company and had a plan on how to phase in new equipment and fundraise. Christie has reached out to the company to inquire on pricing and availability of the same equipment etc but hasn't heard back yet. We are hoping to complete phase 1 yet this school year, more fundraising info to come when we have a final price point. We plan to just ask for monetary donations, no candy bar/candle/pizza type fundraisers, this way we can keep all of the funds instead of splitting with another company. We may ask District if they are able to match some of the money raised. Christie and Sarah will look into fundraising platforms that may not take as much of a fee instead of using PayPal.

Subcommittees –

Event Name	Lead Person	Additional Helpers
Riley Gear Fundraiser	Heather	
Trunk or Treat	Christie/ Dana	
Family Directory (In Process)	Joanne	
Yearbook	Jen Putmon	
Yearbook (Continued for all extra helpers)	Jen Putmon	
Homecoming Week and Parade (Sept. 24 th)	Christie/ Dana	
Holiday Shop (December)	NA	
Teacher Appreciation Potluck (January Conference)	Sheila	
Son Event	Alicia	
Daughter Dance	Julie Wright	Alicia
Bus Driver Appreciation	Dana	
Run-Raiser (April/ May)	Heather (Michelle will lead sponsorship)	Dana
Lugnuts Game (1st week of May & establish the date)	Joanne/ Dana	
Staff Appreciation Week/Lunch (May 4th-8th)	Dana	
Ice Cream Social	Michelle and Dana	
5th Grade Graduation (Last day of school June 7th)	Dana	

Open Discussion –

- Future meetings – will continue with 2nd Tuesday at 630pm, will skip October due to Parent/Teacher conferences during that time
 Dates are:
 November 9, January 11, February 8, March 8, April 12, May 10

Adjournment – Christie motioned to adjourn, Jackie 2nd all approved, adjourned at 815pm