

Ridge Road PTO Meeting Minutes

October 11 2023 6:30 pm @ RR library

The meeting was called to order at 6:35 by Melissa Gillette

Members in Attendance:

Principal: Mrs. Bailey
President: Melissa Gillette
Vice President: Miranda Rice
Secretary: Kristi Coldiron
Co-Treasurers: Jackie Perkins
Fundraising coordinator: Desirae Kelly
Communications Coordinator: Sarah Swimlear

Others: Kelly Boston, Alicia McWilliams, Kristin Farwell, Nikki Makinster, Veronica Brodniak

Treasurers Report:

Jackie Perkins provided a summary of transactions over the past month.

- our checking balance as of 8/31 was 7,690.33
- The book fair sales were 10,356.00
- we profited 4,794 scholastic dollars from the sale.
- we deposited 7,044.19 following the book fair (9/26/23), which also included some miscellaneous funds such as rock \$ and fun run t-shirt/sponsorship sales. We paid scholastic the cash sales of 4,252.25
- The fall fest profited about 2,000 after paying for supplies, rentals, food.
- We deposited 4,208.00 on 10/3/23 which included fun run t-shirts, school store proceeds, and fall fest proceeds. We also received fun run t-shirt payments via pay pal.
- We paid \$194.75 for the exchange student's t-shirts
- The t-shirt bill for the fun run has not yet been received and will be paid once received.

Old Business:

PTO manual:

Melissa discussed a summary of items to update in the PTO manual, which included:

Book fair: coordinating volunteers (volunteers are needed to unpack the book fair, set up the book fair for open house, clean up after open house, work day shifts as well as during open house, and pack up the book fair at the end). Two banks of cash/coin for change are required prior to the start of the book fair.

Fall Festival: We noted that 8 15 lb bags of ice was an appropriate amount for the snow cones. Snow cone supplies, Gatorade/waters/napkins/spoons, gallon syrups need to be ordered prior (check closet for supplies prior to ordering). New pumps for the gallon syrups will also need to be ordered. Pizza or other food option needs to be organized prior to the event.

Melissa proposed changing drop off of cake wheel treats to thur/fri to make sure we have enough items in advance. Volunteers need to be organized-slips sent home as well as online sign up genius/facebook reminders. Jackie noted we will need 3 banks of change for tickets/food sales and Miranda noted more 5s and 10s are needed for next year. We discussed the need a separate line for the snow cones due to the high demand/long wait time. Miranda noted that a larger metal scoop for the snow cones would be better. Another suggestion was to dump all ice into the large coolers and place on a table vs. bending/twisting. Need 3 gallons of syrup flavors. Rainbow is a hit. Try ordering 10 sheet pizzas next year, we had an excess left over, but sold them as sheets. Proposed 10:30-12:30 for time for next year. Proposed moving picture back drop up front so that students/families can use photo booth during the “down time” in between the fun run and the fall festival. Possibly have tickets/wrist band sales up front near pictures to sell bands/tickets. Possibly have a QR code payment option-need to look into if it will not give extra fees and can transfer to our checking-need to look into. Miranda suggested a mum sale for next years fall fest as a fundraiser. Melissa noted to be sure we have a generator for the fun run blow up. Miranda noted that aprons were needed for volunteers to place tickets (Mrs. Bailey just got some for future events). Suggested two lines for the pumpkin/hoop game.

Book fair: Profited 4,794 scholastic dollars from the book fair. This was our largest profit to date.

Fun Run/Fall Fest: Profited about 2,000. Ordering a snow cone machine for future events.

School Store: Everything is a hit.

Beef stick sale: Due Oct 13th. Orders will need to be turned in the following Monday. Sarah will post a reminder on the facebook page.

Clothing Sale: Running October 6th-19th. Sarah will post facebook reminders.

Picture day (Oct 13th)-the PTO will provide two volunteers for each shift to assist with picture day (8-11 and 11-2). Kelly Boston, Alicia McWilliams, Nikki MaKinster, Amber Achakzai, and Jen Duryea have previously volunteered to fill these shifts. Baby wipes were obtained and can be on hand for students.

Box Tops: Sarah and Jackie will look into promoting box tops and Sarah will post on the facebook page.

New Business

Snow cone machine- Melissa proposed we purchase one for under \$300. All in favor. Jackie will order the snow cone machine. Veronica suggested we ask a business to donate the funds for the snow cone machine as a sponsorship, which we would promote at our events.

1st day school supplies- We need to commit to this fundraiser for next year by Oct 31. We decided we will continue to offer this service next year.

Make a difference day (Oct 28th)- Mrs. Bailey provided an update on this event. Ridge road is collecting food for the food pantry. Collecting week of October 23-27. On the 28th, we will be hosting at Ridge Rd. The gym will have packing for food pantries and animal shelters. We are going to start packing at 10 and deliver on buses at 11. There will be 5 stations for kids to

participate in. We are sponsoring Thanksgiving decorations (wreaths, turkeys and cards) for the nursing home residents. Other stations will include making dog biscuits and blankets, placemats and blizzard bags. The supplies for the crafts were purchased through Ridge Road School budget this year. Ridge road needs volunteers 9-1 for this event.

Japan visitors: Shirts have been ordered. They will be in this Friday. Kelly will purchase items for the breakfast at Sams Club.

Veteran's Day: Kids will decorate Veteran's Day hero worksheets with photos and information. We need a parent to hang all of the completed projects. Nikki Makinster and Kelly Boston volunteered to hang the projects on Thursday November 2nd. We need to provide coffee, juice and pastries for the Veterans that come in for this event (November 7th) by 7 am. Jackie Perkins will get the items from Sams and set up the event.

Halloween Dance (Oct 27th 6:30-8)-The PTO will organize volunteers to decorate the gym. We discussed getting new lights for decorations as some of them broke last year. We also discussed obtaining some other new Halloween decorations for the event. Jackie Perkins, Sarah Swimlear and Kristi Coldiron volunteered to assemble the treat bags for students. Need to get candy (kids play-allergen free), glow sticks, Halloween bags, Halloween pencil, spider rings. Need to order from Sam's club after checking what supplies we have. Miranda offered to make a balloon arch for the event. Sarah offered to help coordinate volunteers for the event. Jackie will order items needed for the arch, led lights, rope lights (a few hundred feet needed). Melissa noted that owe cannot have lights on bench or the floors due to tripping hazard. Melissa will send home slips for volunteers for decorating the gym after school that day and the RSVP for the event (need 4-6 volunteers). Will sell popcorn and drinks at the dance. Kelly will get a backdrop to take pictures at the event.

November 16th-Picture make up day-need one parent volunteer-Nikki Makinster offered to volunteer 8-11.

December 1st family night- we decided to do BINGO. We need to order a new BINGO roller prior to this event. Jackie will order this.

Upcoming Dates:

October 6-19th Clothing Sale
October 13th School Picture Day
October 27th Halloween Dance
October 28th Make a difference day
October 31st Students from Japan visit Ridge Road School
November 7th-Veteran's day event
November 8th-next PTO meeting @ 6:30
November 16th-Picture make up day
December 1st-Family night-BINGO