

## Ridge Road PTO Meeting Minutes

May 8, 2024, 6:00 pm @ RR

The meeting was called to order by Melissa Gillette

Members in Attendance:

Principal: Mrs. Bailey

President: Melissa Gillette

Vice President: Miranda Rice

Secretary: Kristi Coldiron

Treasurer: Jaclyn Perkins

Fundraising coordinator: Desirae Kelly

Kelly Boston

### Treasurers Report:

**Ending balance 4/30/24:** 19,076.98

**Beginning balance 3/30/24:** 19,539.91

**Pay Pal ending balance:** \$78.43

### **Carnival:** May 31, 2024 6-8 PM

We reviewed everything that is already set from the last meeting. Melissa will put volunteers into the spread sheet with their position as they sign up and will be responsible for walking around during carnival to make sure everything is all set; she will fill prizes as needed. Miranda will be the 'face' of the carnival and the 'go to' person for all volunteers. Jackie will oversee everything money related. She will check the banks and exchange money as needed. Desirae will work the raffle table. She has set up the following raffles so far:

- \$150 from Williams
- Gift basket from Wildflower on Main
- Gift basket from The Little Lounge
- Yard Creations from JP
- Wegmans \$100 gift card
- Seabreeze tickets

She will also put together baskets from leftover Scholastic items that we have. Jackie will put a Sams Club order in the week of carnival. We need to order sand art supplies and give the dum dums to Adam so he can put colors on them for the game. Jackie will sort the prizes into small/large bins. Miranda will put together the ticket bags. We need 130 more bags that will include 20 tickets, a wristband and Texas Roadhouse Coupon. The bags that are already filled need a Texas Roadhouse coupon added to them. We need to get the 'shower caddy's' out so we can have them ready with prizes and tootsie rolls. We still need to pay the balance on the inflatables. The Last Stand will bring their ice cream truck to carnival and donate 10% of sales to Ridge Road. We talked to them and told them we will be selling snow cones and they said that was fine. The ice cream truck will be near the playground at the kindergarten door and Texas Roadhouse will be set up by the bus loop. Jackie is going to order one more thing of tickets for carnival so we have enough extras for the volunteers. Miranda will give the volunteers 10 free tickets when they show up for their shift.

#### **4<sup>th</sup> grade Unity Day: June 11<sup>th</sup>**

The shirt orders and permission slips were sent home. The other elementary schools will email Melissa with the shirt orders, and she will order for all. If students did not turn in a paper another paper will be sent home as a second reminder. Each school will be responsible for one thing:

Big Flats: setting up and organizing a google doc

Center Street: drinks/snacks

Ridge Road: ordering t-shirts

Gardner Road: wristbands and ordering leis

#### **Book Fair: 6/3-6/7**

The forms are ready to be sent out to families. Teachers will sign up for a time to take their class and we will put it on social media so families will know when their child will be going. The book fair will be delivered the week before and will be stored in the back of the café. PTO members will come to school on Sunday June 2<sup>nd</sup> at 5:00 to set up. We will put the registers in the office closet and plug in the router when we are setting up, so it has time to charge up. We will send home the volunteer slips/E-wallet on May 17.

**Teacher Appreciation:** going very well so far, staff are very thankful. Friday will be dip day:

Melissa: spinach-artichoke dip

Sarah: veggie tray

Kristi: chicken wing dip

Jackie: fruit and dip

Anne-Marie: chocolate fountain with strawberries, marshmallows and pretzels

Kelly: taco dip

Miranda: cannoli dip with animal crackers

The PTO will purchase chips and items for the chocolate fountain: we already have plates and drinks

#### **Field Day June 20<sup>th</sup>:**

The shirts are ordered and will be delivered in 2 weeks. Jackie will freeze the freeze pops.

#### **4<sup>th</sup> Grade Celebration: June 7<sup>th</sup>**

Tanglewood will be coming from 11:30-12:15 and costs \$200. The fire department will be coming to do water activities with the students, Mrs. McGrain is setting it up. We will need to count how many bandanas and tie die we have and how much to order. We prefer the spray tie dye. We will use rubber bands from the closet. We will need parent helpers for this day. We will supply chips, Gatorade, water, cookies, and pizza (including Gluten Free).

#### **Kindergarten Orientation: May 22<sup>nd</sup>**

We need to order white popcorn bags, treats, coffee, juice and 1 tray of Danishes. At Sams club we will get 1 container of OJ, 1 container of apple juice and order the Danish tray ahead of time. Jackie will pick up the order. We will make coffee at school. We have welcome bags with welcome Ridge Road coloring books, crayons, and sunglasses.

#### **Senior Walk: June 18<sup>th</sup> at 1:30**

Kelly Boston will host, restock food as needed and take pictures. We will need 2024 decorations. Desirae will make cookies for about 75 students and Jackie ordered frisbees, bubbles and plates.

### **3<sup>rd</sup> Grade testing party: May 17<sup>th</sup>**

We have the following parent volunteers: Erica Ackman, Ashely Harvey, Nadia Auerbach, and Nikki MaKinister. The parents will help set up around 11:15. For the party we will get pizza, chips, cookies, and water. It would be helpful to have tables set up outside the classroom and parents will help serve the students. The third-grade team will help with cleanup. We will ask Erica to pick up the pizza.

### **Pre-K Celebration: June 21<sup>st</sup> at 9:30 in the café.**

We need to check and see if we have a helium tank for the balloons. Last year's budget was \$125 and we voted to increase it to \$150 this year. The teachers will purchase items and be reimbursed. There are 72 students. We thought about buying a banner that we could reuse every year, a cloth one would last longer than a vinyl one. We will ask the pre-k teachers if that is something they are interested in and get their input. If they want to purchase one, we will add \$50 to the budget.

### **Blue Ticket Reward: June 25<sup>th</sup>:**

We will have a cool treat to reward students with. We want to get ice cream cups. Walmart has them in 12 packs. We would spend \$170 for 500 cups. We would like it if we could purchase all vanilla. We will get chocolate sprinkles and Desirae will donate rainbow sprinkles. We will purchase fruit pops for students that are dairy free.

### **End of year staff luncheon: June 26<sup>th</sup> at 12:00:**

We will contact Emily from Texas Roadhouse. Our current budget is \$850 but we will ask Emily if we need to increase it. Last year we had speedies, tators, corn and salad. Desirae will make a cookie cake and a couple Gluten Free cookies. We will have door prizes. We will decorate with summer decorations that we have. We have about 80 staff members for the lunch.

### **Budget vote and candidate forum:**

Melissa will connect Sarah and Sam from the district on an email so they can coordinate announcements. Sarah will put something on social media about the budget vote encouraging families to vote.

### **Last day of school for students: June 26<sup>th</sup>**

We will have arches and bubbles.

### **Square One Art:**

We had \$1,500 profit and we will split it equally between art, music, and gym. They will each get \$500 to spend on supplies. They will need to turn in their order by July 1<sup>st</sup>.

### **Next PTO Meeting:**

We decided we will meet in the summer on July 9<sup>th</sup> at Nicks at 6:00. We will close out the budget and discuss what next year looks like. Melissa will resign as President, and we will have an officer vote.

### **\*notes\***

Make sure we order the inflatables early for fall fest and carnival and change the names on the bank account. We need to think of a new policy for reimbursement next year when Miranda and Jackie will not be in the building.