

**Meeting Minutes – October 5, 2022 – 6:30 PM**

1. Called to Order: 6:38 PM
	1. Attendees: Jamie Farber, Rebekah Spoelhof, Theresa Sacharski, Meg Shier, Katie Prince, Amanda Tank
2. Board Administration
	1. Rebekah Spoelhof motioned to approve the minutes from last meeting, Seconded by Theresa Sacharski, Motion Carries
	2. Vote for new board members
		1. All approve Katie as Secretary and Meg as Co-Treasurer to the board
	3. Contact Information Sheet
		1. Katie will put a contact sheet together with all the board members’ names, addresses, and emails and send it to Mrs. Stout and all the board members
3. Ranger Rock Out Feedback
	1. Have only heard positive comments
	2. Rock Painting
		1. Move location because the clear coat spraying all went into Mrs. Anderson’s class
	3. Foam
		1. If we do the foam again, we would need a first aid kit, tissues, and towels.
		2. The foam person told us that the kids would not get so wet.
		3. Kids should bring a change of clothes.
		4. Kindergartners in the morning were freezing.
		5. Look to buy towels when they’re on clearance.
		6. Tim has access to the washer and dryer at Ada Vista.
		7. Rebekah will look into the towels they used to dry to see if they need to be washed.
		8. Kids should bring crocs/flip flops that can get wet.
		9. Look into bringing in patio heaters on colder days.
	4. Obstacle Course
		1. Was a workout more than an obstacle course
	5. Orbeez
		1. Kids really loved playing with the Orbeez
	6. Similar feel to field day, but the activities were different other than snack
	7. Self Portraits
		1. Done super quickly and kids were playing on the playground
	8. All School Assembly
		1. Band is willing to come again next year
			1. Jamie wants to drop donuts off to the Jazz Band
		2. Mr. Skinner seemed to enjoy the sliming
	9. Sponsors
		1. Katie has been working on the thank you letters and will send out Friday.
			1. Extra t-shirts will be sent with all of the thank you letters
		2. Try to get the signs back out there and hope they aren’t vandalized again
		3. Have sponsors send in two different logos for sign and shirt, if desired
	10. Jamie will talk to the teachers to get the pizza and donut parties scheduled
	11. Walk
		1. All of the classes took the pictures with the signs, so Jamie will purchase ring pops for every kid
		2. Many missed the sign deadline and wanted to bring in last year’s sign
			1. No issues with bringing in older sign if they match
			2. Have teachers send a reminder to parents since not everyone sees Facebook post or PTO Newsletter
			3. Parents are still going to miss deadlines no matter what we do
			4. Just started selling the signs a few years ago with the pandemic
			5. How do we get the email list for the Newsletter?
				1. Get email addresses from the directory, so if parents don’t fill out the directory information, they won’t receive the PTO Newsletter
				2. The school cannot release family email addresses to us
				3. Mrs. Hoeksema’s emails don’t always get read as they’re very long and repetitive
	12. Move the Rock Out earlier next year so it doesn’t run into homecoming?
		1. Homecoming is a different time every year
		2. Tight turnaround with the start of school as it is
	13. Mrs. Hoeksema will send out a staff form for feedback
	14. Seemed to have enough volunteers at each station
		1. More relaxing for the board since every station was manned
4. Homecoming Tailgate – 10/14
	1. Have not had enough people to do it in the past, but we’re getting enough pushback that we can’t avoid it any longer
		1. All the Central Schools have a tent
	2. Parade
		1. Email went out to 3rd and 4th graders about walking in the parade
		2. Ms. LaSage and Mrs. Hoeksema are handling the parade
		3. PTO is purchasing candy
	3. Brad Anderson sent an email with the placement for the tailgate
	4. We can do snacks and drinks because there are already 6 food trucks
		1. Cider or cans of stuff?
		2. Do this as a give back and not charge
		3. Do we want to be pouring cider
			1. Can pre-pour
		4. Cider and donuts
			1. Preorder from Heidi’s
			2. Jamie ordered for the high schoolers:
				1. $297 from Heidi’s for 285 donuts
				2. $102 in cider at Meijer
			3. Rebekah can go get the donuts from Heidi’s
			4. Need cups, napkins
			5. Should we do anything for people with gluten allergies?
				1. Free, so you get what you get
				2. Meijer sells gluten free donut holes - $4.49/package

Could pick up a package or two

* + - * 1. Have some bags of Skinny Pop, instead
				2. Jamie has signs that allergy friendly snacks are available so we don’t have to put the popcorn out for others to grab
			1. How many do we need?
				1. We’re not going to police families from Ada
				2. Need to order 2 days in advance, so order by Tuesday
				3. Just do cinnamon sugar
				4. Heidi’s cost is $11.85/dozen over 15 dozen
				5. Meijer’s price is better, but not as good
				6. Robinette’s is very expensive
				7. Rebekah will get around 25 dozen donuts
				8. Meijer prices are better for cider
	1. People manning the tent from 4:00-7:00
		1. Parade is going to go right past
		2. Rebekah can be there at 3:00 and come back afterwards
		3. Hopefully the pop up tent is in the PTO Closet
	2. What are other schools doing?
		1. Do they charge?
		2. Do they have other volunteers at the tent?
		3. CW is just having PTO board members there
			1. They have people RSVPing – 23 so far
			2. Serving cheez-itz, pretzels, bottled water, juice boxes, rise krispy treats, and chips ahoy cookies
	3. We’ll have 1000 Ranger tattoos to hand out
	4. We could do green and white bead necklaces
	5. Weather is going to be cool
	6. Table is provided
		1. Need tablecloth – Theresa might have some leftover from Ranger Rock Out
	7. Rebekah is in charge of decorations
		1. Green and white garland with tablecloths
	8. Jamie will send out a schedule to man the table
		1. Start with just the board
			1. Short notice
			2. Still trying to get volunteers for the bookfair
1. Book Fair
	1. 2- and 3-hour shifts
	2. Theresa sent the sign up to those that volunteered to help out with the book fair
2. Spirit Wear
	1. Trish Melchert and two others said they would chair
	2. Looking at a different vendor
		1. Current vendor said 30 days to ship Mr. Skinner’s is reasonable and they suggested they’re not the right company for us
	3. Made $174.15 in Quarter 3 (ended September 30)
	4. Raised $18.63 so far this quarter
3. Conference Dinners – 10/25 and 10/27
	1. No one has signed up to chair
	2. Would rather just do what we did last year
	3. Themes
		1. Mexican on Tuesday and Soup and Salad on Thursday
		2. Teachers like the routine
		3. Have the teachers give feedback if they’d like something different in the spring
	4. Jamie will do the sign up geniuses
	5. Will need help with setup and clean up
4. Cookie Exchange – December
	1. Can use the art room again this year
	2. Bring it back in house since there isn’t currently a chair
	3. Normally purchase books and gifts from the Scholastic Warehouse sale
		1. Not sure if this is happening this year
	4. Did gift cards last year
		1. Expensive
	5. Staff loved the raffle for prizes
5. Spartan Receipts
	1. Barbara Hull will chair
6. Treat Trolley
	1. Can send to the room parents to send to parents
	2. Jamie will try to put together a sign up genius for tomorrow
7. Board Meeting times
	1. Meg – Evenings work best, but could sneak in during the day on Mondays and Fridays for an hour
	2. Katie – M/W/F mornings are the best, but can be flexible in the evenings
	3. Can just text about the next meeting
	4. Can use Doodle to schedule meetings
	5. Often do dinners in the evening
8. Fundraisers
	1. Koetsier’s
		1. Theresa will follow up about how last weekend’s fundraiser went
		2. We’re already set to do another spring sale the weekend after Mother’s Day
	2. Lima
		1. Need to sort the candles one night
		2. Amanda and Jamie are working on the Google Form for ordering
	3. Auction this year
		1. Kendra’s trying to figure out how to make it more of an adult event
		2. No chairperson yet
		3. Pine Ridge does theirs at fowling with a kids’ night out at GRG
9. Treasurer
	1. Grants
		1. Mary Beth – Office - $300 office supplies
			1. Snacks, coffee, water, pop
			2. Motion to approve: Theresa Sacharski
			3. Seconded by: Katie Prince
		2. Do grants for almost all the staff
			1. Classroom teachers - $200 each
				1. Often teachers group theirs together for one large purchase
			2. Principal receives $1500
				1. Pay for substitute teachers for teachers to do running records
				2. Backboards for basketball hoops
			3. Kindergarten often uses it for Scholastic News
			4. Manipulatives and seating
		3. Ask staff to fill out a basic grant request form and Mrs. Hoeksema has to sign it
			1. Only rejected a grant once
			2. Sometimes approve via text or at a meeting
			3. Used to have a lot more money and we could take from the foundation grant
				1. PTOs used to hoard money, so we had to spend it down
				2. Teachers got used to it
				3. Should only be carrying at most one year’s expenses
		4. Also do stipends at the beginning of the year
			1. Just checks given to staff and we don’t ask for receipts
	2. Cultural Arts
		1. $1100 for the Grand Rapids Symphony
	3. Staff Appreciation
		1. Huge undertaking at the end of the year
	4. Pay for a Field Trip for every grade
		1. Pay for a portion of zoo school and bussing for 4th grade
	5. Hoping to do a few more givebacks this year
		1. Ice Skating wasn’t too expensive ~$400
10. Meeting adjourned: 7:49 PM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Next PTO Board Meeting: TBD**

**Next General PTO Meeting: TBD**