

Minutes - PTO Meeting

Meeting Date: November 11, 2019

Meeting Location: Media Center at Ridgewood Elementary

Welcome/Call to Order

President Report

- Staff and Volunteer Recognition (September: Mr. McKnight - teacher, Adrienne Johnston - volunteer, October: Mrs. Steahley - teacher, Michele Tierney - volunteer, November: Rachel Stuart - volunteer, Ms. Walker - teacher)
- Superintendent lunch report
 - Next year's levy, facility plan, Senate Bill 218 says school should not start before 8:30 a.m. HCSD would run into bus problems

Treasurer Report

- Budget update:
 - Walk-a-thon: made \$21,706, \$500 under budget on costs, Get Movin' Crew the best deal, researched different options back in August, 2019, and determined Get Movin' Crew was competitive with respect to fees.
- Spirit night results:
 - Texas Roadhouse \$117
 - Pulp \$302
 - Grandad's \$317
 - Yabo's Tacos (pending)

Principal/Teacher Report

- Mr. Buchman's report
 - Nothing to report
- First Grade Team
 - Keep books for every child, bringing in Bugman \$400, Battelle Darby Creek Visitor Center field trip \$500 max for transportation

ISPTO Report

Meet the candidates night, treasurer focus and financial responsibilities

Committee Reports

- Walkathon report - October 11, 2019
 - Only 200 kids registered online and raised \$15,000
- Social report - game night November 7, 2019
 - A lot of fun, great turnout, another coming up in Feb, date TBA
- Roadrunner - starting planning - contact Tracey Beyke or Jennifer Allen if you are interested in helping
 - Planning meeting coming up
- Publishing shop
 - Packets ready to go home
- Wellness committee
 - Meeting coming up Thurs 6pm in the Media Center

Revamped cafeteria site district-wide, now tells nutritional info

Old Business

- Vote on proposed by-law amendments (attached)
 - Rachel Stuart motioned to accept bylaw changes, Tracey Beyke seconded, motion passed unanimously

New Business

- Nominations for ISPTO representative
 - Katy Swathwood nominated and was unanimously approved to be the ISPTO rep
- Spirit wear store is reopen! Closes on December 2, 2019
 - Website: <http://www.promoplace.com/tlgraphics/presentation/1639975>
 - Stock we can't get rid of: offer it to staff at cost. No one in meeting objected to selling it at cost to everyone, not just staff.

Announcements

- Spirit nights - see next page
- Jan 23 Skyline 4p-9p 20%
- Feb 17 Swenson's 15%
- May 7 Pulp
- Other TBA
- Kroger donated almost \$300 for the last quarter

REMINDER: NO DECEMBER MEETING!

E-mail: Ridgewoodpto@gmail.com

Website: <http://www.hilliardschools.org/rgw/pto/>

Facebook group: <https://www.facebook.com/groups/869161243257663/>

SPIRIT NIGHTS

December 7: **Creative Art Bar** drop in
Stay tuned for more!

Ridgewood PTO Minutes - October 2019 meeting

Meeting Date: October 8, 2019

Meeting Location: Media Center at Ridgewood Elementary

Welcome/Call to Order

President Report

- Staff and Volunteer Recognition
 - September: Mr. McKnight - teacher, Adrienne Johnston - volunteer
 - October: Mrs. Steahly - teacher, Michelle Tearnly - volunteer
- PTO Presidents' Meeting brief report: vaping

Treasurer Report

- Art teacher mini-grant request \$282.04
 - Motion to approve Jenny Petrillo, second by Steve Kirtland, motion passed
 - 3 blacklights, blacklight paints and glaze
- Spirit night results
 - \$100 Texas Roadhouse spirit night
 - \$302 Pulp spirit night
- \$98 from kindergarten event

Principal/Teacher Report

- Mr. Buchman's report on the responsive classroom
 - Morning meeting, sharing focuses on soft skills and relationships
 - Chime to get attention
 - Classes come up with grade-level rules
 - Building-wide rules
- Kindergarten Team
 - Keep books (each student gets his/her own set), helps with literacy
 - Field trip to Davidson/Trueman firehouse
 - Turtle Lady or Bug Man come to classroom in the spring

ISPTO Report

- district -wide treasurer's meeting upcoming

Committee Reports

- Walkathon report - October 11, 2019
 - \$9030 raised, 34% registered online, \$65.91 average raised per student
 - Online donation link:
https://www.getmovinfundhub.com/register?school_uuid=5d7265de50a14

Volunteer link:

<https://www.signupgenius.com/go/30e0b49aaa62aa1fd0-walkathon2>

- Hospitality - conference night October 16, 2019

Donation link: <https://www.signupgenius.com/go/30e0b49aaa62aa1fd0-food3>

- Social - game night November 7, 2019

Signupgenius coming soon

- Wellness committee

Taste Test Tuesday volunteer link:

<https://www.signupgenius.com/go/30e0b49aaa62aa1fd0-taste>

New Business

- Proposed by-law amendments

See below

- "Like" the official RGW FB page with posts on it

- Suggestion to sell leftover spiritwear at game night

Announcements

- Spirit nights - see next page

E-mail: Ridgewoodpto@gmail.com Website: <http://www.hilliardschools.org/rgw/pto/> Facebook group: <https://www.facebook.com/groups/869161243257663/>

Ridgewood PTO Agenda

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Treasurer Report

- Art teacher mini-grant request
- Spirit night results

Principal/Teacher Report

- Mr. Buchman's report
- Kindergarten Team

ISPTO Report

Committee Reports

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New Business

- Proposed by-law amendments

Announcements

- Spirit nights - see next page

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SPIRIT NIGHTS

October 21: **Grandad's Pizza**

November 6: **Yabos Tacos** (family night, kids eat free)

December 7: **Creative Art Bar** drop in

Stay tuned for more!

RIDGEWOOD SCHOOL PTO
2019-2020 Budget
 Approved 5/14/19

PTO INCOME	BUDGET	ACTUAL
A1 Walk-A-Thon		
Donations-Community	\$4,000	\$2,300
Student Collected Sponsors	\$18,000	\$200
A3 Spirit Nights	\$2,000	\$98
A4 Roadrunner Run		
Donations-Community	\$2,000	\$0
Registration & T-shirt Sales	\$8,500	\$0
Prize & Teacher Raffle Sales	\$1,000	\$0
A5 Spirit Wear	\$1,000	\$1,481
A6 Community Rewards Programs		
Amazon Smiles	\$200	\$34
Giant Eagle	\$500	\$0
Kroger Community Rewards	\$1,000	\$307
Donations - Other	\$0	\$0
A8 Other		
Silent Auction	\$4,000	\$0
TOTAL INCOME(+):	\$42,200	\$4,420

A7 Misc Income (Pass Through Items)		
Art To Remember	\$2,000	\$0
Book Fair	\$4,500	\$0
Field Trips	\$1,500	\$0
Holiday Shop-5th Grade	\$8,000	\$0
Principals Fund	\$2,500	\$555
Spooky Gym	\$1,000	\$0
Student Council Activities	\$500	\$0
Income Subtotal:	\$20,000	\$555
Z Pass Thru Expenses		
Art To Remember	\$2,000	\$0
Book Fair	\$4,500	\$0
Field Trips	\$1,500	\$0
Holiday Shop - 5th Grade	\$8,000	\$0
Principals Fund	\$2,500	\$0
Spooky Gym	\$1,000	\$0
Student Council Activities	\$500	\$0
Expense Subtotal:	\$20,000	\$0

PTO Expense: Fundraising		
Walkathon		
Advertising & Printing	\$100	\$0
Food & Water	\$100	\$0
Giveaways	\$0	\$0
Prizes	\$1,000	\$0
Supplies	\$500	\$0
T-shirts	\$4,500	\$0
Web Fee	\$0	\$0
Roadrunner Run		
Advertising, Printing & Entertainment	\$1,500	\$0
Supplies	\$100	\$0
Prizes	\$0	\$0
Police Services	\$600	\$0
T-shirts	\$5,000	\$0
Spirit Wear Expense	\$0	\$1,254
PTO Expense: PTO Operations		
Advertising	\$100	\$85
Bank Charges	\$150	\$0
Dues & Fees	\$200	\$0
Fidelity Bond	\$80	\$0
Interschool PTO	\$50	\$25
Office Supplies	\$150	\$25
PTO Babysitting	\$500	\$195
Miscellaneous Expense	\$100	\$23

PTO Expense: Staff / Student	BUDGET	ACTUAL
Mini Grants	\$2,000	\$170
Miscellaneous Expense	\$800	\$0
Special Programs		
1st Grade	\$1,000	\$0
2nd Grade	\$1,200	\$0
3rd Grade	\$1,200	\$0
4th Grade (Momentum)	\$8,000	\$0
5th Grade	\$1,200	\$300 *300 from 18/19
Kindergarten	\$1,000	\$0
Staff Assistance		
1st Grade	\$600	\$0
2nd Grade	\$600	\$219
3rd Grade	\$600	\$0
4th Grade	\$600	\$304
5th Grade	\$600	\$60
Kindergarten & KLIP	\$500	\$0
Principal	\$2,000	\$304
Special Education	\$750	\$150
Support Staff	\$900	\$100
Staff-Student Related Expenses		
Committee - Room Parent	\$0	\$0
Committee - Hospitality	\$500	\$0
Committee - Social	\$300	\$13
Committee - Wellness	\$200	\$0
Back To School Kickoff	\$400	\$173
5th Grade Celebrations	\$0	\$0
Field Day	\$500	\$0
Professional Development	\$500	\$0
Safety Patrol	\$50	\$0
Staff Appreciation Week	\$500	\$0
Sunshine Fund	\$200	\$55
Family Breakfast	\$700	\$0
Supplies		
Bulletin Boards	\$100	\$0
Printing - Postage	\$100	\$0
Testing Snacks	\$100	\$0
Building & Grounds	\$1,500	\$548
Donations & Scholarships		
Hilliard Education Foundation (HEF)	\$250	\$0
Other Donations	\$100	\$0
Scholarships	\$200	\$0
Clubs		
Garden Club	\$150	\$0
Archery Club	\$150	\$0
Destination Imagination	\$150	\$0
Student Council	\$150	\$0
Enrichment Programs		
Art Program	\$800	\$552
Literacy Book Room Program	\$1,250	\$1,200
Media Center Program	\$1,400	\$387
Music Program	\$500	\$0
Physical Education Program	\$500	\$272
Publishing Shop Program	\$800	\$0
Technology Program	\$250	\$0
TOTAL EXPENSE (-):	\$50,580	\$6,414

Comments / Notes	
2019-2020 Planned Deficit (Overspend)	\$8,380
Approximate Carryover (after deficit)	\$15,000

***Prepared by Katy Swathwood (Treasurer) 9.9.2019

<u>Executive Officers</u>		
President	Rebecca Jacobs	rebecca.esq@gmail.com
Vice President	Amy Drapcho	korenstein@hotmail.com
Treasurer	Katy Swathwood	kcswathwood@gmail.com
Secretary	Jenn Heimberger	jsmishko@yahoo.com
ISPTO Rep	Officers	
<u>Committee Leads and Co-leads</u>		
Volunteer	Jen Groux	jennifergroux@gmail.com
Hospitality	Rachel Stuart	raquel0322@yahoo.com
Walkathon	Steve Kirtland	captainkirt11@wowway.com
RoadRunner	Tracey Beyke	tbeyke@hotmail.com
	Jennifer Allen	jallen44@insight.rr.com
Silent Auction	Tori Dudding	tori.dudding@gmail.com
	Angela Howe	angiebbuckeye@yahoo.com
Publishing Shop	Jenny Petrillo	jenjen2287@yahoo.com
Room Parent	Jenny Petrillo	jenjen2287@yahoo.com
Wellness	Jennifer Allen	jallen44@insight.rr.com
Social	Tori Dudding	tori.dudding@gmail.com



RIDGEWOOD SCHOOL PTO

MINI GRANT REQUEST

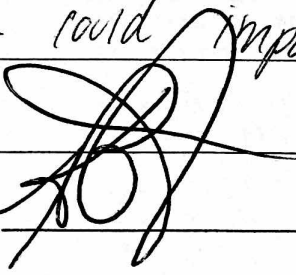
Completed forms are to be submitted directly to the Ridgewood School Principal. All Mini Grant Requests must be presented to the PTO for final approval. Requests will be prioritized based upon collaboration and number of students benefitted.

Date Submitted: 9 / 25 / 19	Grant Amount Request: \$ 282.04
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Your Name: Tanne Walker	Email: Tanne.Walker@hboe.org
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Number of Students to Benefit:
Entire 5th grade immediately, other grade levels over time

Specific Description of Grant:
I am requesting funds to purchase 3 black lights and 2 types of fluorescent paint so that we could have a "glow gallery" at the art show, at future art shows potentially, and as a possible classroom activity (i.e. glow painting as a special end of the year celebration). I plan to purchase additional fluorescent supplies in January with Art to Remember funds, so the black lights could impact more grade levels over time.

Approved by School Principal:  Date: 10/2/19

Approved by (PTO Officer): _____ Date: _____

For Treasurer's Use Only:	
Date Received:	Amount Approved:
Approved at Meeting - Date:	

All ▾ 30 watt black light

New Amazon devices starting at \$24.99

Deliver to Tanne
Columbus 43202

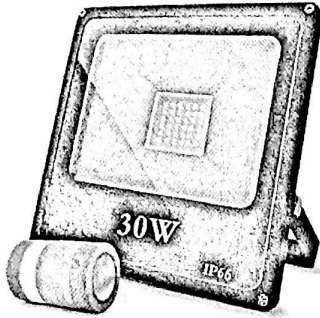
Your Pickup Location Browsing History ▾

EN ▾ Hello, Tanne
Account & Lists ▾ Orders Prime ▾ 0 Cart



Just Launched: The Jeremy Renner Store Explore now ▸

Tools & Home Improvement ▸ Lighting & Ceiling Fans ▸ Novelty Lighting ▸ Black Light Fixtures



Roll over image to zoom in

UV Black Light, Lightimetunnel 30W Led Flood Light Bulb Outdoor IP66 Waterproof Blacklight with 5-Pack Fluorescent Tape for Blacklight Party Supplies, Neon Glow, Birthday Wedding Stage Lighting

by Lightimetunnel

59 ratings | 26 answered questions

Price: **\$24.99** FREE One-Day & FREE Returns

Your cost could be \$14.99. Eligible customers get a \$10 bonus when reloading \$100.

Color: **30w**



Size: **30W**

30W 50W 80W

*Need 3, =
\$74.97*

- High Powerful 30W UV Black Light: Wavelength 385nm-415nm, security UV A level, voltage AC85V-265V, achieve flicker-free and high-frequency LED UV glow; 50,000+ hours lifespan. LED black light can be used in all lighting occasions for fun.
- Widely Usage: IP66 Waterproof rating. Ideal for indoor and outdoor usage. UV light is suitable for Christmas, Halloween, glow parties, wedding, club, bar, gym, aquarium, band, theatrical performances and room decoration, body paint, fluorescent poster, park, etc.
- Fluorescent Reactive: UV black light works well with most reactive pigments, paints and dyes. Such as UV posters, blacklight painting, blacklight body paint, UV nail polish, UV lipstick, UV eye liner, uranium/Vaseline glass, glow stick/ hat/ balloon/necklace, glow bar and some polymeric materials, etc.
- High Quality & Easy to Install: Aluminum alloy shell, tempered glass, shock and erosion resistant, durable. Japanese imported chip, energy efficient. Black light can be easily installed anywhere or pillar. And the package includes extra 5 pcs reactive fluorescent tape.
- Quality Guarantee: Full money back if you aren't satisfied with quality. And we provide 12-months warranty & friendly customer service.

▸ See more product details

Compare with similar items

New (2) from \$24.99

Report incorrect product information.

\$24.99

FREE One-Day
& FREE Returns

FREE delivery: **Tomorrow**
Order within 5 hrs 30 mins Details

Deliver to Tanne - Columbus
43202

In Stock.

Qty: 1

Add to Cart

Buy Now

Sold by Deying and Fulfilled by
Amazon.

Add gift options

Add to List

Add to Wedding Registry

Add to your Dash Buttons

Share

Other Sellers on Amazon

\$24.99

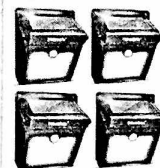
Add to Cart

Sold by: Lightimetunnel

New (2) from \$24.99

Have one to sell?

Sell on Amazon



Neloodony

**Super
Bright &
Waterproof**

Solar Lights Outdoor, Wireless 28 LED
Motion Sensor Solar Lights with Dark ...

793

\$29.99 ✓prime

ITEM	QUANTITY	ITEM PRICE
1. Jazz Gloss Tempera - Gloss, Fluorescent Yellow, 16 oz bottle Item#: 00014-4016	1	\$10.29
2. Jazz Gloss Tempera - Gloss, Fluorescent Red, 16 oz bottle Item#: 00014-3006	1	\$10.29
3. Jazz Gloss Tempera - Gloss, Fluorescent Purple, 16 oz bottle Item#: 00014-6416	1	\$10.29
4. Jazz Gloss Tempera - Gloss, Fluorescent Pink, 16 oz bottle Item#: 00014-3056	1	\$10.29

Feedback

5. **Jazz Gloss Tempera - Gloss, Fluorescent Orange, 16 oz bottle** 1 **\$10.29**

Item#: 00014-4506

10 Available, Order Soon...

6. **Jazz Gloss Tempera - Gloss, Fluorescent Green, 16 oz bottle** 1 **\$10.29**

Item#: 00014-7006

7. **Jazz Gloss Tempera - Gloss, Fluorescent Blue, 16 oz bottle** 1 **\$10.29**

Item#: 00014-5006

8. **Tempera Mini Cakes - Set of 6, Fluorescent Colors** 9 **\$120.60**
\$13.40 Each

Item#: 00073-1059

Feedback

This order ships to 43026

Note: Your merchandise subtotal does not include promotional pricing offers which will be reflected when a offer code is added to the order. Your shipping amount is our standard rate for the items in your cart and may change at time of checkout depending on the delivery option you choose.

Subtotal: **\$192.63**

Handling: \$0.00

Estimated Shipping: \$0.00

Estimated Taxes:

4.6 ★★★★★
Google
Customer Reviews

→ Total on last page

Total :

\$207.07

Feedback

4.6 ★★★★★
Google
Customer Reviews

**RIDGEWOOD ELEMENTARY SCHOOL
PARENT-TEACHER ORGANIZATION
BYLAWS**

ARTICLE I: Name

The name of this organization is the Ridgewood Parent-Teacher Organization of the Ridgewood Elementary School at 4237 Dublin Road, Hilliard, OH 43026, hereinafter referred to as the PTO.

ARTICLE II: Purpose

Section 1: This corporation is organized exclusively for charitable, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2 : In keeping with this purpose, the PTO shall provide a structure and organization:

- a. To promote the welfare of each student.
- b. To promote the communication and cooperation between home and school regarding the education of all students.

ARTICLE III: Basic Policies

Section 1 : The PTO exists as a nonprofit, unincorporated organization. These Bylaws shall be deemed the governing articles of the organization. They can be amended at a regular meeting by two-thirds vote of the members present and voting. The general membership shall be given a 30 day notice and said amendment before putting it to a vote.

Section 2 : The PTO shall be noncommercial, nonsectarian, and nonpartisan.

Section 3 : The name of the PTO or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the PTO.

- Section 4 : No substantial part of the activities of the PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Section 5 : The PTO shall work with the school to **support the provision of** ~~provide~~ quality education.
- Section 6 : The PTO shall cooperate with the school to support the improvement of education in ways that will not interfere with administration of the school and shall not seek to control the policies.
- Section 7 : The PTO may cooperate with other organizations and agencies concerned with child welfare, but persons representing the PTO in such matters shall make no commitments that bind the PTO.
- Section 8 : The fiscal year and all terms of office shall begin on July 1st and end on June 30th.
- Section 9 : No part of the net earnings of the PTO shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the PTO shall be authorized and empowered to pay reasonable compensation upon motion or Executive Board decision for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof.
- Section 10 : Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
- Section 11 : Upon the dissolution of the PTO, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local

government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE IV: Membership

Section 1 : Membership in the PTO includes all parents and guardians of children attending Ridgewood Elementary without regard to race, color, creed, or national origin, the principal of Ridgewood Elementary, or an appointed representative, teachers of the Ridgewood Elementary, and all employees of Ridgewood Elementary who subscribe to the purpose and basic policies of the PTO.

Section 2 : Only members of the PTO shall be permitted to serve in any of its elective or appointive positions.

Section 3 : Only members of the PTO shall have the privilege of introducing motions, debating, and voting at meetings of the PTO.

ARTICLE V: General Meetings

- A. Monthly meetings will be held during the school year.
- B. A majority **of officers and committee leaders** shall constitute a quorum.
- C. Special meetings may be called by the president or by the Executive Committee upon three day notification of each member.
- D. A member of the general membership may request to the President to be placed on the agenda for any special considerations or concerns to be expressed at an executive committee meeting.

ARTICLE VI: Officers / Executive Committee

Section 1: The officers of the PTO shall be:

- a. President
- b. Vice President

- c. Secretary
- d. Treasurer
- e. Assistant Treasurer
- f. ~~IPSTO~~ ISPTO Representatives (2)

- Section 2 : The officers shall constitute the Executive Committee
- Section 3 : The Executive Committee may by consensus make expenditures of no more than \$1,500.00
- Section 4 : The Executive Committee shall meet with the principal for planning purposes on an as needed basis.
- Section 5 : Each term of Executive office is for one year beginning July 1st and ending June 30th.
- Section 6 : Members of the Executive Committee shall sign a Conflict of Interest Policy at the beginning of each school year.
- Section 7 : The Executive Committee shall have all the powers and duties necessary or appropriate for the administration of the affairs and financial responsibilities of this PTO, in accordance with the bylaws.

Section 8: To be eligible to serve as an ISPTO Representative, an individual must have served in a PTO leadership capacity for at least two years prior to assuming the position of ISPTO Representative. “PTO leadership capacity” means serving either as an Officer or Coordinator or Co-Coordinator of one of the Committees listed in Article IX. For example, if an individual served one year as a Committee Coordinator and a subsequent year as Secretary, that individual would satisfy this requirement.

ARTICLE VII: Officers – Elections

- Section 1 : There shall be a nominating committee consisting of 5 members, 1 to be the school principal; 2 of whom shall be elected by the executive committee of its body; and 2 from the general membership of the PTO appointed by the

principal prior to election. This committee shall meet, upon the call of the principal, to elect one of its members to serve as chairman.

- A. This committee shall select at least one nominee for each office to be filled.
- B. The slate shall be presented at the April meeting of each year with elections to be held by May 30th.
- C. Only a member who has consented to serve if elected shall be eligible for nomination by the committee.
- D. No person shall serve more than two (2) consecutive terms in the same office. A person who has served more than one-half of a term shall be credited with having served that term.
- E. Elections may be taken on the floor the day of the election.
- F. Treasurers must be able to track and record finances in accordance with GAAP.

G. Only those PTO members who satisfy the eligibility requirements of Article VI Section 8 may be nominated for ISPTO Representative.

Section 2 : The Executive Committee shall fill vacancies occurring during the year by a majority vote of the committee. In case of a vacancy in the office of president, the vice president shall assume office. A vacancy in the office of treasurer shall be filled by the assistant treasurer.

ARTICLE VIII: Duties of Officers

Section 1 : The president shall preside at all meetings of the organization; shall perform such duties as may be prescribed in these Bylaws or assigned to him/her by the organization; shall coordinate the work of the officers and committees; and meet with the principal to keep him/her abreast of all organizational activities.

Section 2 : The vice president shall act as an aide to the president and serve in his/her absence.

Section 3 : The secretary shall record and report on all minutes of the organization and executive committee meetings. The secretary shall, within 5 days after a general meeting, make available copies of the minutes from the meeting, and the minutes shall be posted online.

Section 4 : The treasurer shall:

- A. Have custody of all funds of the organization and shall keep a full and accurate account of all receipts and expenditures as stipulated by Ohio Revised Code.
- B. Present a financial statement at each meeting.
- C. The records shall be examined annually at the end of the school year by an auditing committee. At the last scheduled meeting of the school year, the Executive Committee shall designate by vote the auditing committee. The treasurer shall provide PTO financial records to the auditing committee. The audit shall be completed prior to the start of the following school year. The auditing committee shall certify their auditing report with their signatures. This report shall be made to the Executive Committee and is to be kept in the PTO records at the conclusion of the fiscal year.
- D. All bills must be submitted to the treasurer for reimbursement from the proper funds, using the proper paperwork, i.e. check reimbursement form. All requests must be accompanied by receipt.
- E. The treasurer shall reconcile monthly bank statements and present it to the PTO president or principal within 10 days of the most recent bank statement.
- F. All currency deposits must be counted by two (2) persons and verified by the treasurer before deposit.

Section 5 : The assistant treasurer shall act as an aide to the treasurer and serve in his/her absence.

Section 6: The ~~inter-school council~~ ISPTO delegates shall:

- A. ~~Delegates shall~~ Attend the meeting of Hilliard City Schools Inter-School Council of Parent-Teacher Organizations.
- B. Report information from these meetings to the PTO.

Section 7: Each officer shall maintain written records and pass them on to his/her successor

within 14 days after term of office.

ARTICLE IX: Committees

Section 1: The Executive Committee shall create committees and appoint chairpersons whose terms of office shall be concurrent with the officers.

Section 2:

- A. The chairpersons of the committee shall present plans to the Executive Committee and a yearly report to the membership. No committee work can be undertaken without approval.
- B. The president and principal shall be ex-officio members of all committees.
- C. The chairpersons of committees shall maintain written records and pass them on to his/her successor within 14 days after term of office.

Section 3 : Committee Duties and Responsibilities

Walk a Thon Coordinator:

The Walk a Thon Coordinator organizes and executes the fall fund-raiser.

Silent Auction Coordinator:

The Silent Auction Coordinator organizes and executes the Silent Auction, a fundraiser.

Room Parent Coordinator:

The Room Parent Coordinator is responsible for recruiting room parent volunteers for all classrooms. He/she will **communicate responsibilities and expectations to room parents via written or verbal communications**, ~~conduct a meeting of orientation and other informational meetings requiring cooperation of all the room parents.~~ This will included explaining what is involved in hosting two class parties during the year (one in December and one in the spring), teacher gifts, and PTO fundraisers and activities.

Hospitality Coordinator:

The Hospitality Coordinator is responsible for organizing activities where refreshment or hospitality services are needed for the students, staff and administrators. These activities include providing refreshments for open houses, teacher/staff dinners (during parent teacher conferences), and other PTO activities. The Hospitality Coordinator is also responsible for planning teacher

appreciation week, ~~Meet the Teacher Day, First Day/Kindergarten Kick-Off event.~~

Volunteer Coordinator:

The Volunteer Coordinator surveys the parents as to areas they may wish to volunteer, compiles and distributes the results of the survey. The Volunteer Coordinator is also the main administrator of the PTO's sign-up genius account.

Wellness Committee Coordinator:

The Wellness Coordinator organizes group of PTO members to work with the principal to offer wellness activities throughout the year including Wellness meetings, Taste Test Tuesdays, Earth Day activities, and recycling/composting awareness.

Teacher Representative: (at least 2)

The teacher representative shall serve as a liaison between the school faculty and the PTO Executive Committee.

ARTICLE X: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern this organization.

Adapted: September 6, 2016

Adopted as Amended: April 2, 2019

Proposed amendments submitted to PTO on _____

Ridgewood PTO Meeting Attendance

Name	Email
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
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RIDGEWOOD PTO MEETING
November 13, 2018

Childcare Provider Sign-in Sheet

Number of children present: _____

Name:

Time in:

Time out:
