



# MEETING MINUTES

**WEDNESDAY, 11.6.2019**

## ATTENDANCE

Jenn Kuck (President), Jerry Mountain (Vice President), Robbie Thomas (Treasurer), Janine Burnside (Secretary), Jennifer Frohlinger, Suzanne Graham, Mollie Kountz, Mandi Wolfe, Melissa Peterson, Stephanie Litzinger, Laura Smith, Kara McGee, Marci Gerken, Holly Meister (Principal)

**Meeting Start: 6:32pm**

## AGENDA

1. **Welcome and Intro** Jerry Mountain (5 min)  
-----OLD BUSINESS-----
2. **Secretary Report** Janine Burnside (5 min)
3. **Treasurer Report** Robbie Thomas (10 min)
4. **ISPTO Update** Robbie Thomas, Jerry Mountain and Jenn Kuck (5 min)
5. **Passive Fundraiser Updates** Jennifer Frohlinger and Janine Burnside (5 min)
6. **Walk-A-Thon Recap** Jenn Kuck and Jerry Mountain (5 min)
7. **COSI on Wheels Recap** (5 min)  
-----NEW BUSINESS-----
8. **Movie Night: 11/8 & Fall Scholastic Book Fair: 11/8-11/15** Suzanne Graham (10 mins)
9. **Balancing Field Trips and Other Supplemental Experiences** Robbie Thomas (15 min)
10. **Holiday Hotcakes 12/21** Melissa Peterson (7 min)

## NOTES

### Secretary Report

- Brief review of last month's meeting minutes; no revisions suggested
  - Laura Smith motions to approve, seconded by Robbie Thomas

### Treasurer Report

- 501c3 letter received from IRS and copies distributed for those who need for tax-free purchases
- Taxes completed for this year
- SDE PTO registered with Ohio Attorney General's office (for 5013c) to make status valid (\$50)
- SDE PTO registered with Secretary of State which provides personal liability protection for officers with check writing authorization (\$50)
- October budget report reviewed and approved by the general assembly
- Member suggests to research/promote corporate/company match for donation (with new 5013c status)

### **ISPTO Report**

- Last meeting subject was "meet the candidates" for school board
- November meeting will lead fundraising discussion
  - Fundraising activities
  - Online fundraising opportunities
  - As fundraising overall decreases, do we reflect in budget projections for expenses?
- Next Master Facility Planning Meeting Wednesday, 11/13/19 (public welcome)
  - District maps out needs of district and plans facilities accordingly
- 11/20/19 next ISPTO meeting

### **Passive Fund Raiser Updates**

- Box Tops October competition:
  - Mrs. Eversole's class wins with 444; Earned donut reward!
  - Digital box tops, \$40.38
    - Good start, will build as this is new
    - Ability in app to add teacher on "give credit" memo (after receipt scan)
    - Jenifer Frohlinger will take feedback for app if anyone has it
    - Request to add Box Top informational video to PTO FB page
- Spirit Night Update
  - Jet's Spirit Night in October raised \$208.36
  - Scheduled additional spirit events in March and April
    - 3/17/20 at Ten Pin Alley
    - 4/24/20 Pulp Juice and Smoothie
  - Suggestion from ISPTO- Mc Allister's Deli is looking for Spirit Night partnerships

### **WalkATHon Recap**

- Great volunteer participation, volunteer lists were successful

- Popcorn went better!
- Under budget for lunch/supplies
- \$11,490.03 total raised
- Water bottle refill station \$1,050
- Marquee sign, requesting formal quote
- Possibility to partner next year with Columbus Running Company to provide numbers/tracking. Would be \$1/student if we would be interested in collecting donation per lap.
  - Could be difficult to collect money after if not flat amount

### **COSI on Wheels Recap**

- More volunteers needed
- Suggest for high school student helpers next year
- Cost of food was under

### **Movie/Book Fair Late Night: 11/8**

- Featured Movie: Space Jam
- Link for sign-up genius went to designated volunteers and on-call volunteers
- Volunteers needed to make/bring bake sale goods:
  - Will send out tomorrow (11/7) stand-alone email to request baked goods and include on PTO FB page
  - Cart will be available to drop off baked goods by office
- Book fair will be upstairs in the library, opens on Friday night during movie night
- Spirit Wear sale will start; Rack display during movie event

### **11/8-11/15 Scholastic Book Fair**

- Needs: volunteers during day will send out in email

### **Balancing Field Trips & Other Supplemental Experiences**

- In past, given bussing bills and paid after the fact
- This year PTO asked teachers at the start of the school year for a list of planned field trips:
  - Kindergarten:
    - Norwich Township firehouse (free)
    - Requested to add Franklin Park Conservatory (\$170)
  - First: none
  - Second:
    - Anthony Thomas (\$126)
    - Possibly add play at high school (free)
  - 3rd:

- Hilliard historical village (free)
  - Ohio Wildlife Center (\$368)
  - Nutcracker (\$280)
- 4th:
  - Momentum (\$928)
  - Supreme Court (\$324)
  - Statehouse (free)
- 5th:
  - Art Museum 0\$318)
  - Science Field trip??
- Total: \$2864+???
- Over budget this year, we will go ahead and pay to support
  - Jenn Kuck motions to approve, Marcie Gerken seconded motion
- Future considerations/options:
  - Give pot of money at school and then let Holly decide?
  - Research what other schools do (More/Less)
  - ISPTO: each class got \$400, spend as you like

### Holiday Hotcakes

- Determined Penguin Patch location will be in the library
- Will begin advertising event on FB
- Miss Ryan's dad will be Santaf this year
- Cost did not increase for Kris Kakes
- Crafts planned
- Member suggests to use Academy EDU contact for school day high school volunteers
- Volunteer needed to solicit donations for raffle items: Jerry Mountain volunteered

**Meeting End: 7:51 p.m.**

## ACTION ITEMS

- Research other HCSD schools field trip schedules/spending
- **School Supply Sale** Co-Coordinator needed

## NEXT UP

**NOV 8** Movie & Book Fair Late Night



**NOV 8 - 15** Book Fair Week

**NOV 14** Spirit Night - IHOP

**NOV 19** Family Skate Night

**DEC 4** PTO Monthly Meeting

**DEC 19-21** Penguin Patch (Student Holiday Store)

**DEC 21** Holiday Hotcakes Breakfast