



PTO General Meeting Minutes ----- September 13, 2016 at Timber Ridge Elementary

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| TR Meeting Start | Called to order by Lacey Guinta shortly after 7:00 pm on 9/13/2016 |
| PTO Meeting Minutes | May Meeting Minutes reviewed. Motion to approve May 2016 General Meeting minutes made by Monica Huff, 2 nd by Stacey Schuurmann/Sara Miller., All in favor? Passed |
| Treasurer's Report | <p>Reviewed:</p> <ul style="list-style-type: none"> ● Treasurer's report presented by Amy Hupfer ● New playground is installed, and all dedicated monies spent - no CDs remain ● Previous year teacher grants have all been disbursed ● Money from the Original Works fundraiser was given to the art department ● Please remember that we have a disbursement request form & process |
| Committee Updates | <ul style="list-style-type: none"> ● <u>Communications</u> <ul style="list-style-type: none"> ○ Facebook group has grown significantly since renaming/rescoping ○ Please note that a TRE meteorologist parent is providing weather updates when school & school processes may be disrupted ○ PTO website contains much of the same information as Facebook re: events and news, but also contains contact forms, meeting minutes & agendas, forms, etc. ● <u>Book Fair</u> <ul style="list-style-type: none"> ○ Fall book theme is "bookaneer" - aka, pirate theme ○ Will be November 10-17th, with open times different due to change of conferencing schedule <ul style="list-style-type: none"> ▪ Set up Thursday November 10 ▪ Open for visits/sales Friday, Monday, Tuesday, possibly Wednesday morning, and all day Thursday ▪ Conferences are primarily November 15 (Tuesday) & 17th (Thursday), with some conferences on Wednesday (16th) ● <u>Family Nights</u> <ul style="list-style-type: none"> ○ Skate parties <ul style="list-style-type: none"> ▪ Intended to be a community event and fundraiser for the PE skating unit ▪ Cost is \$6/skater ▪ We need 40 skaters for rink to consider this a fundraiser <ul style="list-style-type: none"> ● Once the 40 skater minimum is reached, we get 15% back ● Three skate parties this year: <ul style="list-style-type: none"> ○ Initial skate party on Tuesday, September 27th ○ January 12, 2017 ○ March 23, 2017 ○ October family night - Fall Costume Party <ul style="list-style-type: none"> ▪ Will require funds for a DJ ▪ Additional information to come at a later date ● <u>Grant Committee</u> <ul style="list-style-type: none"> ○ Kelley Harrison needs the most current grant request form ○ A teacher has already submitted a request ● <u>Hospitality</u> <ul style="list-style-type: none"> ○ Cupcake Addict donated cupcakes for new staff. Hospitality committee added additional items ○ Jenny Goodman to cover teacher birthdays ○ Thursday, November 15th will be the teacher conference meal provided by the PTO ○ Monica Hoff offered to provide bottled water, etc. ● <u>School Supplies</u> <ul style="list-style-type: none"> ○ No update from committee, but it was noted that school supplies were successfully ordered and delivered ● <u>Summer Reading Splash</u> |



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| | <ul style="list-style-type: none"> o Laurent Templeman has all forms (note: it was discovered that the PTO has both a mailbox and a basket, and volunteers should check both places if information seems to be missing) o Rewards are Icees for all participants who submitted forms (approximately 400), books (if partial goal completed), surprise if goal met <ul style="list-style-type: none"> ▪ Surprise will likely be a “human sundae” ▪ Surprise event will be late next week due to homecoming ▪ Will need helpers for mid-day times- signup forthcoming o Johnston communications team to be notified, so that pictures can be taken ● <u>Community Outreach Donation Tracking</u> <ul style="list-style-type: none"> o Jason Arnold will provide spreadsheet for donation tracking o Monica Huff and Stacey Schuurmann will reach out to companies and receive requests to make donations ● <u>Educational Rebates</u> <ul style="list-style-type: none"> o We raise between \$3000-\$5000 per year by box tops, ink cartridges, etc. o No Campbells labels o Best choice (Price Chopper generic) as well as Entenmanns little muffins have school money raising options o Tamara Hogan volunteered to assist with Education Rebates o Note: Sam’s Club was having a 100 box top offer with sign up ● <u>Friends of Timber Ridge/Fundraising</u> <ul style="list-style-type: none"> o We are not doing Entertainment Books or cookie dough this year o We will be asking for donations directly o Lauren T has a list of matching corporate donors ● <u>Homeroom Coordinator</u> <ul style="list-style-type: none"> o Room Parents: <ul style="list-style-type: none"> ▪ Megan Thompson offered to do Weyers classroom, so all class parent slots have been filled ▪ Homeroom volunteers should check their spam folders ▪ All food ordered for homeroom events should go through the nutritional department. Tracey will get the link to the homeroom coordinator, and the school will give guidelines for foods ▪ Room parent responsibilities include getting financial donations for parties, instead of donations for money. <ul style="list-style-type: none"> ● Room parties were discussed as to general themes/activities. Room parents are requested to talk to teachers ▪ Their emails to parents should go through the room teacher ▪ Before the 2017-2018 school year, it will be communicated to teachers that homeroom parent is not part of the PTO responsibilities ▪ Education rebate coordinators are needed for each class ● <u>Wish lists</u> <ul style="list-style-type: none"> o Amazon School lists were discussed as an option for classroom wishlists ● <u>Yearbook</u> <ul style="list-style-type: none"> o Committee chair needed o Request made to inquire if we can wait until after Field Day <ul style="list-style-type: none"> ▪ Field Day is late in 2017, so this is not possible |
| Old Business | <ul style="list-style-type: none"> ● Reading room/guided reading/rewards library fundraiser at McDonalds - tabled until discussion with Ms. Schonhorst ● Teacher Wish Lists - see note above re: teach wishlists ● Community Outreach Donations Committee - see note above |
| New Business | <ul style="list-style-type: none"> ● .Board members and Committee Chairs for 2016/2017 - PTO rules require a board member position to be year maximum. A co-president is desperately needed ● Additional Volunteer Opportunities - see notes above |



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| Timber Ridge News | <p>Kelley Harrison was in attendance and provided the following updates</p> <ul style="list-style-type: none"> ● Next week is homecoming, which involves dress up days ● A Timber Times newsletter will be sent every 2 weeks, on Thursday ● Reminder: Johnston homecoming parade is September 22, 2016 ● PBIS team would like some parent volunteers. Volunteer responsibilities include: <ul style="list-style-type: none"> ○ Meeting 2 times a month on Friday ○ Having a small number of parent volunteers is ok ○ Lacey Giunta volunteered to hold one of those roles ● Crossing guards - JCSD provides the 54th St crossing guard, and the Urbandale police provide the 72nd St crossing guard |
| Disbursement Requests | None at this time |
| Adjourned | Meeting adjourned shortly after 8 pm after motions to adjourn and all voted in favor |
| Attendance | Amy Hupfer, Tanya Heringer, Josie Woosley, Tammra Hogan, Alex Karajlc, Beth Reese, Kelley Harrison, Sara Miller, Katie Howard, Josh Nelson, Celeste Nelson, Stacey Schuurmann, Megan Thompson, Laurent Templeman, Sara Womacks, Mary Skinner, Monica Hoff, Lacey Guinta, Beth Arnold |

Reminder – See you at next meeting