



OCTOBER 17TH, 2017 PTO MEETING MINUTES

Rittman Elementary School PTO

Lydia Hatton **President** Jennifer Shipley **Vice President** Angela Snyder **Secretary** Megan Evans **Treasurer**

Time	Item	Owner
[6:03pm]	Welcome- Attendance – Megan Evans, Angie Snyder, Dianna Brown, Esther Miller, Jenni Shipley, Patty Schehl, Robin Goodman, Rachel Shartpton, Shawna DeVoe, Abby Avery, Lydia Hatton	[Lydia Hatton]
[6:04pm]	Treasurer's Report- A. PTO Checking- \$3,443.37 B. RES Acct. Holdings- \$3,623.22 Invoice given to Rittman Elementary School to have balance in holdings paid to PTO before next meeting. C. Outstanding Payments- \$1,850.71 D. Balance – \$7,762.93	[Megan Evans]
[6:15pm]	Principal Report- A. Coins for a Cause brought in \$800.00 that will be donated to hurricane relief. Class winner will be announced at end of week to students 😊 B. \$0.50 Donut Day mad \$80 to be added to Student Councils Acct. C. No School 10/20/2017 for Professional Development Day will be covering UDL (Meeting the children where they are in learning incentive), Local Schools Report Cards, and other development areas with the staff. D. Parent Teacher Conferences 10/19/2017 teachers are required to meet with every students' parent/guardian during 1 st half conferences. E. UPS Volunteer Service Day- Rittman Elementary School was chosen to help this year and they will spend hours of volunteer time in the back yard of school where flower beds and vegetable beds are. Will be laying stone, painting benches, and cleaning whole area.	[Dr. DeVoe]

Time	Item	Owner
[6:24pm]	<p>Committee Reports-</p> <p>Shoparoo-</p> <p>A. Received payment check from Shoparoo in amount of \$182.88 for funds raised during 2016-2017 school year. Funds were deposited into Rittman Elementary School account and invoice is being issued to have funds reimbursed to PTO to be paid before next meeting.</p> <p>B. Kicked off campaign for this school year by holding meetings with the kids and introducing them to the contest. Hung thermometer in yellow hallway to track progress of grades.</p>	[Abby Avery]
[6:29pm]	<p>Red Ribbon Week-</p> <p>A. October 23rd through 27th. Theme is "The future is key, so stay drug free!"</p> <p>B. Flyers with weeks agenda went out with coloring pages on Friday, Oct.13th, 2017. Every student signed a key to pledge to be drug free which you will see through the halls of RES. Coloring contest pages are due by 26th and there will be one winner from each grade. Monday morning each student will receive back pack charm that have colorful Eads with a meaning to each color. Also, each class will receive visit from DARE Officer Covil.</p>	[Jen Shipley]
[6:35pm]	<p>Old Business-</p> <p>A. Fundraisers –</p> <ol style="list-style-type: none"> 1. Spirit Wear – Wear It Loud – we will make \$3.00 per garment we sell. Order forms are out now and due back by Nov. 3rd. 2. Tumblers - \$20 per tumbler. After festival we will run a tumbler fundraiser from Nov.1st – 17th and will offer the Rittman Indians cup, 4-licensed cups, and 4-decorative designs during fundraiser and make 35% profit from these. Tri-C Distributors is the company we have chosen to go with on this fundraiser. 	[Lydia Hatton & Jen Shipley]
[6:50pm]	<p>B. Muffins with Misses - Muffins will be Dec. 8th, 2017. We will have a sign-up sheet so we have count of those attending coming home with students before the events. Will serve between 7:45am and 8:15am at each event. Need volunteers to help with getting food, and teachers will be serving that morning.</p>	[Lydia Hatton]

Time	Item	Owner
[7:01pm]	<p>C. Fall Festival –</p> <ol style="list-style-type: none"> 1. Committee Wrap-Up Report – Passed out expense report for fall fest explaining what each event cost us and what each even made us. Overall profit was \$1800.00+. Excellent job by all. 2. Correction of Errors for 2018 – Some ideas for next year to think about were... <ol style="list-style-type: none"> a. Need to assign someone to take pictures b. 2 Hayride tractors to keep lines moving c. Moving Basket Raffle to more open area like the cafeteria d. Portable microphone to make announcements e. More walkie talkies for stations to talk f. Sell hotdogs both single and in dinners g. Kettle Corn vendor instead of plain popcorn h. Costume Contests for kids i. No Chili Cook-off j. Have more than one drawing time for baskets k. Face Painting room needs better ventilation really hot in that room so maybe fans or open both doors 3. Thank You Letters – Covered volunteers, donors, and businesses that helped with fall fest. Dianna Brown typed letter to go out to each. Letters will be mailed to businesses and given to teachers for sending home to parents on Monday, 10/23/17 	[Dianna Brown & Lydia Hatton]
[7:29pm]	<p>New Business-</p> <ol style="list-style-type: none"> A. Santa Shop Committee – Held in December need to put committee of 4-6 members together to organize dates, times, and volunteers. 	[Lydia Hatton]
[7:35pm]	<p>Announcements-</p> <ol style="list-style-type: none"> A. Next meeting will be Tuesday, November 21st, at 6pm in the library at RES. 	[Lydia Hatton]
[7:37pm]	Adjournment	[Lydia Hatton]

FALL FEST EXPENSES 2017

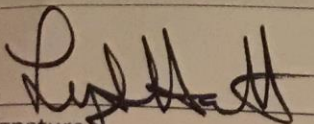
EXPENSES

	Dates	Details	Amount
Games	9-13-17	Dollar Tree, Walmart **Reimbursed Abby Avery Check 1015** Dollar Tree-photo props **Reimbursed Abby Avery Check 1022**	111.50
Gift cards	10-12-17	Giant Eagle-gifts cards for pumpkin/chili contest \$20 card for chili \$20 card, \$15 card \$15 card for pumpkins **Check 1018** \$25 Applebees for raffle basket **Reimbursed Megan Evans check 1021**	100.00
Pumpkin Rolls/Smores	9-20-17	Aldi store **Reimbursed Abby Avery Check 1015**	50.72
Donuts	10-12-17	Lerch's- 30 dozen donuts **Check 1017**	180.00
Misc Needs	10-12-17	Dollar General-bowls and spoons **Check 1020** Dollar Tree-basket raffle **Check 1019**	11.74
Hotdogs	10-6-17	Sams Club- Hot dogs, buns, water, cookies, plates, napkins, sandwich bags, ketchup, mustard, relish	181.43
Change	10-12-17	Change for various tables	400.00

Income

Spirit Table	10-12-17	Tumblers, lanyards, bracelets, ect.	398.00
Smores	10-12-17	Sales	48.00
Hot dog meal	10-12-17	Hot dog, water, cookie	632.25
Chili contest	10-12-17	Contest entry fee	15.00
Donuts, Cider, Pumpkin roll	10-12-17	Sales	398.50
Baskets	10-12-17	Basket Raffle tickets	1,030.25
Change	10-12-17	Change back into bank	400.00
Total			

Expense Total	1,035.39
Income Total	2,922.00
Profit	1,886.61


Signature

10-16-17
Date

Red Ribbon Week October 23rd-27th

-Spirit Days

Mon- RES is Drug Free-Red and Black/Spirit Wear

Tues-My Future is too Bright for Drugs-Wear Neon and Hats

Weds-Your Choices are the Key to Your Dreams-PJ day

Thurs-From Head to Toe, I'm Drug Free-Crazy Hair and Sock Day

Fri-My Future is to be Drug Free-Dress Up as What you want to be in the Future

-Coloring Contest-Turn in by Oct 26th

One winner from each grade-Prize

Each grade has a different picture to color

-Monday Morning

Officer Covil will most likely come in and introduce himself to each class

Anti-Drug Backpack Charms

-TI Students

Checking to see if they would be able to come at lunch time and talk with Students

-Friday

Hoping Officer Covil will be able to return and announce contest winners

-Fence Display

We will be setting up a display in the fence with red cups that will say Drug Free during the week

-Hallway Display

We will have a display on the wall by cafeteria that will start the teacher and student

Keys down the hall

PTO Checking

4,201.37

- 758.00
3,443.37

Inflatables PAID

- 60.00 - Abby Aveny Check 1011
- 686.40 - Tri C Distributors Check 1014
- 129.22 - Abby Aveny Check 1015
- 181.43 Sams Club Check 1016
- 180.00 Lerch's Donuts Check 1017
- 75.00 Giant Eagle Check 1018
- 9.61 Dollar Tree Check 1019
- 2.13 Dollar General Check 1020
- 25.00 Megan Evans Check 1021
- 33.00 Abby Aveny Check 1022
1,592.66

- 400.00 - Change for fall fest
1,192.66

+ 25.00 Deposited Check
+ 2,907.05 Fall Fest Deposit
+ 15.00 - Chilli Entry
4,139.71