



MEETING AGENDA

August 8th, 2024 - Executive Meeting

Zoom

Attendance: Tony Widder, Amanda Boleratz, Elise Bortz (Chair), Meghan Brown (Vice-Chair) Richard Brandon (Treasurer), Heather King (Treasurer- Elect), Amelia Howard (Secretary), Jenna Hickey (Member at Large- Fundraising), Jessica Posada (Member at Large- Spiritwear), Kat Murray (Member at Large- Social Media/Website) Absent: Whitney Bugh (Member at Large-Teacher Appreciation/Hospitality)

1. Call to Order, 7:00pm - Elise Bortz- Chair- 7:02pm

- Review and approval of the agenda- Kat made a motion to approve and Meghan seconded. All members present approved passing of minutes.
- Review and approval of the minutes from the previous meeting- Kat made a motion to approve and Meghan seconded. All members present approved passing of minutes.

2. Principal Updates - Tony Widder, Principal

-Mr. Widder shared that all vacant positions have been filled.

-OC Schools are switching from PowerSchool to Infinte Campus. There are some glitches with not everyone getting communications but they are working to resolve that.

-They are working to get the building ready and welcome the teachers back next week.

-RPES was approved to get new playground equipment for the lower playground. The equipment previously purchased by the PTGO will be moved to a different spot.

Timeline for installation is hopefully Fall 2024.

3. Treasurer's Report - Richard Brandon, Treasurer

- Review of budget
 - Upcoming expenses include the Welcome Back Breakfast for Teachers (\$650) and the Welcome Back lunch (\$900), tax preparations (\$700) as well as teachers/specials reimbursements (5.1K)
 - July Deposits \$0 August Deposits (to date) \$25 (general donation)
 - July expenses were \$4,126 (Lap shirts- \$3,338, 5th Grade graduation- \$700, and Teacher reimbursement carry over -\$89)

- August expenses to date (Promethean Board for EC Class- \$3,511, Spiritwear- \$2553 and Admin- \$89.)
 - July closing balance- \$33,395 Paypal Closing balance- \$52
- Richard reviewed teacher reimbursement amounts- \$150 for each teacher, new teachers get an additional \$150, \$75 for teachers who change grades. Teachers must submit receipts for reimbursement
- 4. Spirit Wear Update, Jessica Posada, Member-at-Large**
- Review of available merchandise- two new designs this year plus a hat. The two new designs have been picked up and will be available for the Popsicle Playdate. Hats will hopefully be ready next week.
 - Jessica asked about a place to store the Spiritwear at the school. Ms. Boleratz will follow up about a possible location.
 - New items will be available for purchase online. There are a lot of long sleeves available in the inventory from last year. Jessica requested to get this added as an online option as well.
 - Discussed how to keep track of inventory- Meghan suggested looking at using Givebacks (formerly Memberhub) as an option but for now Kat will look at a way to use a Google form that will track it automatically.
- 5. Hospitality/Teacher Appreciation- Elise Bortz, Chair**
- Welcome Back Teachers Breakfast, Monday 8/19 @ 8am, Budget is \$650 for 2024
 - Set up at 8am; Vendor TBD
 - Theme will be Olympics- Jessica, Richard, Heather and Jenna all stated they were available to help. They will discuss with Whitney to see if everyone needs to be present or how to work out volunteering.
 - Volunteer Board Members have a brief presentation for the teachers- Ideally whoever is present to help set up can stay to speak. Mr. Widder stated it would be around 8:30 and he only needs someone to speak briefly.
 - Items to discuss- what the PTGO does, how to submit grant requests, how to submit reimbursement requests and the process for doing so (have a flier for them available), and request that they help prompt the Read-A-Thon which comes up quickly (early October)
 - Monthly teacher appreciation events will happen — utilize a QR for teachers to scan with phone to link to the survey at the Welcome Back Breakfast
 - Stock the Fridge updates — need 1-2 parent volunteers
 - Coffee Truck Tuesday 8/20 - working to set up- requested by Mr. Widder
 - Staff Luncheon, Thursday 8/22- budget \$900 (treasurer to write a check)

- 6. Back to School Night, Thursday 8/22 - Elise Bortz, Chair**
 - Kat has created a newsletter that will include spiritwear, how to sign up for the PTGO, the Ice Cream Social and list of General Meeting dates. The front office can assist in getting these into teachers mailboxes to hand out at Open House
 - PTGO Table run by volunteers (See 'Open House How To' in Events folder in Google Drive)- we will figure out sign ups that week once we know everyone's individual schedules for classroom visits.
 - Spirit Wear available to sell- Utilize a QR code to pay while at open house. Discussed having an Ipad available that is on the schools WiFi to expedite the process- Mr. Widder stated he could have this available.
 - Set up will be in the gym again. Will need to have a table.
- 7. Update Website/Social Media/Comm., Kat Murray, Member-at-Large**
 - Kat requested that if you want something on the website or Facebook to text or email it to her to ensure it gets advertised. Kat shared that she wants to make sure everyone has the chance to advertise their information/events.
 - Kat is open to others posting to Facebook if that is desired.
 - PTGO will provide paper to the front office as needed for newsletter and other printing needs.
- 8. Volunteer Sign ups- Meghan Brown- Vice Chair**
 - Meghan will look at using Givebacks (Memberhub) as a way to keep track of membership this year.
 - Meghan has created a SignUp Genius so people can sign up for the specific things they want to help out with.
 - Kat will look at streamlining sign up on the website and/or adding clarifying language to make sign up clearer.
 - Remind people of sign ups at each General PTGO meeting, QR code at events to sign up link, have Mr. Widder send out email with sign up link
- 9. Kindergarten Popsicle Playdate- Amelia Howard, Secretary**
 - Volunteers- Amelia, Jenna, Meghan and Jessica
 - Thursday, August 15 at 5:30-7pm
 - Mr. Widder confirmed we will have bathroom access and access to fill up water coolers with ice/water
 - Jessica, Meghan, Amelia and Jenna will coordinate details via email
- 10. Ice Cream Social/First Membership meeting- Elise Bortz- Chair**
 - Reviewed general overview and the "how to document" from last year. Reviewed timelines for getting out Communications for volunteers and to advertise the event.
 - Will need volunteers to get ice cream, paper products, set up, clean up and staff the table.
 - Will need to discuss how to transition from the ice cream social to the board meeting inside
 - Childcare- Mr. Widder will talk with teachers or other staff to help provide childcare inside in the gym. PTGO has provided a stipend to the teachers/staff who helped in the past.

11. Calendar Review-Elise Bortz- Chair

- Reviewed the calendar and there were no changes or additions.
- Discussed general meetings in person with an option for zoom being available. The Board would really like to work on promoting community through the In Person General Meetings but will have an online option available. Discussed having an event for the children during the meeting and the need to meet earlier if we are going to do something for the kids (ie: craft with a teacher).
- Hispanic Heritage month celebration date- October 3 5-6:30pm

12. Fundraising- Jenna Hickey, Fundraising Member-at-Large/Kat Murray

- Co-chair for the read-a-thon committee? Elise agreed to co-chair the committee with Jenna
- Fundraising ideas-Kat Murray
 - Broken Spoke Farm- reach out to see if they are offering this again- allow for more time to promote it if possible
 - Back to school Spirit Night-Eno River Brewery- suggested to do it around Read-A-Thon as a possible kick off/promotion?
 - Painted Grape- Amelia will send Jenna contact information
 - Meghan stated she would be open to helping organize Spirit Nights

13. Birthday Board-Amelia Howard, Secretary

- Amelia explained what the birthday board is- each month (Summer birthdays included) the birthdays are posted on the bulletin board by the front office. Students are given a ticket for a free popsicle or ice cream at the cafeteria.
- Will look to add teachers birthdays (minus their birth year) to the board as well

14. Misc.

- List of teachers and their emails - Mr. Widder will send to Elise.

15. Next meeting: September 12-Ice Cream Social and first General Membership meeting

15. Adjourn 8:46pm