

Green Elementary PTO

January 13 PTO Meeting Minutes

1. Welcome

- a. Ashley Frank, Taylor Martin, Rebecca Miglio, Magen Moulding, Theresa Zabel

2. Dates to Know

- a. Jan. 12: I-Ready Testing starts
- b. Jan. 14: Early Release (2:05pm)
- c. Jan. 16: Popcorn Friday
- d. Jan. 19: No School - MLK
- e. Jan. 20: End of Little Caesar Fundraiser
- f. Jan. 21: NEW! Early Release (2:05pm)
- g. Jan. 23: Half Day (11:55am)
End of Quarter 2 & 1st Semester
- h. Jan. 26: Hunt Gymnastics all week during gym classes
- i. Jan. 28: Early Release (2:05pm)
District Book Fair @ Steenland
- j. Feb. 4: Early Release (2:05pm)
- k. Feb. 5: Bagels with Blaz at Roseville Middle School
- l. Feb. 10: PTO Meeting (9am)

3. Fundraiser Updates

a. Past Fundraiser Events

- i. Morley
 - 1. All items have been picked up and prizes distributed.
 - 2. A parent reached out to Jen yesterday about a missing item. Jen is following up with Morley.
- ii. Texas Roadhouse Gift Cards
 - 1. 111 gift cards sold for a total value of \$2,990.
 - 2. We earned \$299 from the fundraiser
- iii. Santa Shop
 - 1. We sold \$3,813.50 worth of items.
 - 2. We earned \$381.25 from the fundraiser
- iv. Texas Roadhouse Dine to Donate
 - 1. Held January 8. Final earning statement is coming.

b. Current Fundraiser Events

- i. Popcorn Friday Sales
 - 1. Earning approximately \$100 per month
 - 2. January 16, February 20, March 20, April 17, May 15 are the remaining dates
 - 3. We purchased more popcorn and bags before winter break
- ii. Little Caesar's Pizza Kits
 - 1. Ends January 20.
 - 2. Delivery will be the week of February 2. Delivery will be finalized after the fundraiser concludes and all money is submitted.

c. Upcoming Fundraiser Events

- i. Valentine Flower Sale
 - 1. We have decided not to move forward with a flower sale this year.
- ii. Scholastic Book Fair
 - 1. March 9-13 online
 - 2. March 12 in person during conferences

4. Updates from Ms. Miglio

- a. Additional Early Release dates. K-5 will release at 2:05.
 - i. January 21
 - ii. March 11
 - iii. April 8
- b. 3rd Grade Field Trip Funding
 - i. The 3rd grade teachers have decided not to pursue the Lansing trip this year. PTO is open to help fund buses if they choose to go another year.
- c. Teacher Stipend from PTO
 - i. The PTO would like to provide K-5 classrooms with a \$50 stipend. Teachers can submit receipts to Ms. Jen to be reimbursed from PTO accounts.
 - ii. If a classroom or resource teacher needs additional funds for specific items, please let the PTO know so we can discuss/approve it at our next meeting.
- d. Emergency 'Grab & Go' Bags for classrooms
 - i. Ms. Miglio is working to create a cost breakdown of what a stocked bag would cost before we approve the purchase
- e. Scholarship Dance Basket
 - i. The PTO agrees to match the funds raised by the teachers for the Scholarship Dance basket that will be assembled by Ms. Sliwinski and Ms. Schmitt.

5. Library

- a. New schedule started last week. Volunteers are only needed 4x per month for book checkout with the new schedule. Classes still seem to have enough time to check books out, but shelves were messier by the end of the day. Manageable with 1 volunteer, but 2 volunteers would be preferable.
- b. Overdue notices for books that were not turned in before break will be given to students via their teachers this week. Ten students will receive a notice.
- c. Ms. Wesley received news from the district that schools will have \$5,000 to spend on new library books.

6. Ideas for 2026

- a. Chalk the Walk
 - i. Invite families to decorate the sidewalks around the school with encouraging messages prior to end of year testing. We need to know when testing starts to begin planning.
- b. Great Skate Party
 - i. Taylor will reach out to Great Skate to see if they have a day available in mid-March or April. We would like to avoid the winter months as last year's fundraiser was rescheduled due to snow days twice.

7. Open Floor

- a. Ms. Jen mentioned that she is making changes to the account list in the PTO account so that it will be clearer where money was earned or paid toward.
 - i. Adding "popcorn" and "restaurant" accounts for popcorn sales and Texas Roadhouse fundraisers, respectively.
- b. Buses/Field Trips
 - i. In general, the PTO is willing to pay for buses for field trips where the in-district and Macomb grants do not cover bus fees, but we would appreciate being made aware of the cost ahead of time so we can plan our budget accordingly.

8. Communication Plan

- a. Magen will email out minutes to the board and office for approval before emailing them to K-5 teachers and posting a copy by teacher mailboxes. Minutes will also be posted on the PTO linktree page.

- b. We will send a PTO newsletter home on January 16 that includes reminders about the Little Caesar Fundraiser, February popcorn sale & PTO meeting. We will also include a call for more PTO volunteers.
- c. We will send home the February calendar on January 30.
- d. We will send home a PTO flyer & Popcorn flyer/volunteer sign-up on February 6.
- e. Digital copies of the newsletter/calendar/fliers will be shared with Ms. Miglio and Ms. Jen to share online. They can also be shared with classroom teachers if that is helpful.

9. Next Steps

- a. Taylor is leading the Popcorn fundraiser this Friday. She will contact the volunteers who have signed up online to confirm their availability.
- b. Magen will handle the items under “communication plan”
- c. Taylor will email out Green PTO Bylaws for board members to read and suggest revisions. We will present and sign the final version at our February meeting.
- d. Taylor will contact Great Skate to find a day that works
- e. Stephanie will wrap up the Little Caesar fundraiser paperwork on January 20 to finalize the delivery date. Magen will include the delivery date on the February PTO calendar.