



PTO Board Meeting Minutes
 Tuesday, February 7, 2024 at 6:30 p.m.

Ada Elementary
 731 Ada Drive SE
 Ada, MI 49301

PTO Board	Present	Absent
Co-President - Kendra Reinoehl	X	
Co-President - Theresa Sacharski	X	
Vice President - Mallory Strotheide		X
Secretary - Katie Prince	X	
Treasurer - Kendra Osowski	X	
Fundraising Coordinator - TBD	-	
Communications Coordinator - Jamie Montague	X	
Community Relations Coordinator - Brandon Dexter	X	
Community Relations Coordinator - Amber McCarthy	X	
Member at Large - Meghan Malvitz		X
Member at Large - Trish Melchert	X	
Member at Large - Hillary Vermilye		X

Additional Attendees:

- | |
|---------------------------------|
| 1. Melanie Hoeksema - Principal |
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1. CALL TO ORDER
Kendra called the meeting to order at 6:35 p.m.
2. ATTENDANCE
Roll call was held.
3. SCHOOL STAFF REPRESENTATIVE REPORT
Melanie presented the School Staff Representative present.
 - a. PRIDE Pup
Melanie described that we are on the list with the district for a therapy dog. Other elementary schools have already begun this process. Jennifer Fisher will be the host family for this dog so we can move forward!



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There have been questions about the funding for this. Melanie requested PTO to hold funds in the amount of \$5,500 until further clarification is received. Other schools have written a grant to the FHPS Foundation, if those are approved then that will likely set the precedent.

b. Spring Conferences

Melanie stated conferences will be March 19 and 21, signup beginning February 26 online. She said second grade teachers have training on the 21st, so second grade will also have conferences on March 20.

There was discussion around what this means for conference dinners. Kendra R. suggested we do a takeaway grab and go dinner for second grade teachers, like Panera. Kendra R. and Theresa will work on establishing dinner themes for Conference Dinner nights on March 19 and 21 and will work with the Chairs.

c. Staff Changes

Melanie stated that Penny Beatty retired. A new long term sub has been hired to cover Penny's Sprouts and Resource Room for the remainder of the year.

Theresa already sent flowers to Penny on behalf of PTO. Fran Wolters has also been out after surgery and get-well flowers were also sent to her.

d. PBIS Update

Melanie shared that staff recently had a half day dedicated to digging into behavior data. She said that data shows average behavior referrals have declined. They also deduced that kindergarten and first grade classrooms need an increase in problem solving and peace-keeping lessons, which teachers will add in to address this.

Melanie stated they had a school-wide PBIS celebration right before Winter Break, a Board Game Day. The next PBIS celebration is the Gincy Hartin's Kindness Assembly, scheduled for Tuesday, February 27.

Melanie stated that teachers and students went on a refresher PBIS Parade on January 8 to reteach expectations in each space of the school after Winter Break. Each month the school is focusing on a different social-emotional concept. For February, they just kicked off a focus on Empathy. There has been a positive response!

Jamie asked how PTO can support PBIS and if there is any need for PTO funds to go towards celebrations or items. Melanie responded that they are trying to acknowledge students with monthly recognitions per classroom through certificates and PRIDE tickets, trying not to do too many tangible prizes. Melanie will let us know if there is a need from



PTO. Additionally, money raised from the FH Gala will go towards funding some behavior supports in classrooms. For example, instituting a calm down/quiet corner in each classroom, providing fidget toys, etc. Staff has also been able to utilize a database to help track behaviors and the motivations behind specific behaviors.

4. **REVIEW ACTIONABLES FROM PRIOR MEETING**
 - a. Add the approved Bond matrix visual to PTO's Facebook posting schedule (Jamie)
 - i. Jamie completed.
 - b. Correspond with Orchard View re: Mackinac Touring Group assembly for 3rd graders (Theresa)
 - ii. Booked for March 13 for 3rd graders only, two sessions in the morning.
 - b. Follow-up with Lalo's regarding a possible Restaurant Night (Meghan)
 - i. Repeated follow-up with no answer.
 - c. Follow-up with Culver's regarding possible Restaurant Night (Jamie)
 - i. Discovered this opportunity requires volunteers. After discussion, the Board decided not to pursue.
 - d. Price movie screen options and send a quote to Theresa and Kendra R. (Brandon)
 - i. Brandon decided it was not necessary to purchase.
 - e. Discuss a Room Parent Budget for next year (Mallory and Kendra O.)
 - i. Kendra O. presented that she and Mallory discussed adding a line item to the 2024-2025 PTO Budget to allot funds to Room Parents. There was discussion around some classrooms struggling to collect funds for classroom parties and teacher gifts.
 - ii. Kendra O. proposed a Budget of \$4,500 to address this next year, which would be \$300 per classroom (\$100 per party per gift) x 15 classrooms = \$4,500.
 - iii. Kendra R. and Theresa will craft an email template for an initial ask for funds for the beginning of the next school year. Kendra R. and Theresa will also craft an informative document of Room Parent duties to present at the beginning of the school year, when Room Parent sign-ups take place.
 - iv. Kendra O. and Mallory will ask current Room Parents if they have needs for the end of the year, including financial support from PTO.
 - f. Send a newsletter including a Semester Recap with pictures of items purchased with PTO funds (Kendra R.)
 - i. Kendra R. sent.
 - g. Contact Fran about purchasing the Magic Tree House book sets with Scholastic Dollars (Theresa)
 - i. Theresa placed an order from Scholastic for one set of the requested MTH books. She also revised the Grant Request from Fran for the Media Center for the remaining items to be ordered from Follett in the amount of \$168.76. Fran will give the order to Mary Beth.
 - h. Confirm and secure March 23, 2024 as a date for Auction & Art at Watermark (Amber)
 - i. Amber secured this date with Watermark Country Club as well as Grand Rapids Gymnastics. The cost for kid dropoff at GRG will be \$22 per child, \$18 for each



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additional child. Children will need a parent-signed waiver ahead of time which can be downloaded, signed, and dropped off the night of. Children must be at least three years old and potty-trained to attend. GRG time will be from 6:15-9:00 p.m.

- ii. Amber stated that there is a preliminary charge for the room use at Watermark. For food, she is thinking of a pasta bar including chicken, meatballs, sauces, salad, two appetizers (total = \$2,200). For drinks, we would like to include two drink tickets per attendee like last year. Approximate prices: \$4 Beer, \$5.50 Well, \$7 Wine.
- iii. In addition, this year, we would like the opportunity to let businesses sponsor the Auction. For example, for \$500 a Sponsor's Logo would be posted on the Bar. Or, for \$250, a business could be an Entertainment Sponsor. The entertainment cost for the event will likely be \$300-400. For \$100 a business could be the Welcome Sponsor (logo posted at arrival).
- iv. There will be an Auction sub-committee meeting soon to discuss details further.
- i. Email Laura Korhorn regarding what role PTO, Courtney, and gym teachers should play for Field Day planning (Kendra)
 - i. Kendra R. reported that gym teachers would like PTO to provide inflatables (which we still have an active waiver for insurance from RRO).
 - ii. Laura Korhorn requested PTO provide the snack again and requested fruit for this day which Courtney Hughes will get. We will use PTO tailgate tents for a shade station.
- j. Keep Girls on the Run in the newsletter and Facebook posts through February (Jamie)
 - i. Done.
- k. Book an Arthur Murray Dance event for February 23 (Brandon)
 - i. Brandon reported there are 6 people signed-up thus far. The ideal number for the event would be 10-20 attendees. Jamie will continue sharing on Facebook and in the newsletter.
- l. Determine if we need to get books from Jerry Pallotta to sell ahead of the March 20 assembly, and how purchasing and distribution will work (Kendra R. and Theresa)
 - i. Theresa shared that the book order form is ready to distribute next week. Most titles are listed at a discounted price. Jerry and his team will send ordered books back to us (signed), with the forms, for PTO to distribute. Order forms will be due back by March 1.
 - ii. Katie will put the order form information in the next PTO newsletter.
- m. Create Facebook and newsletter posts requesting parents to consider being on the Auction subcommittee (Jamie)
 - i. Jamie did and will continue doing! Brandon will join the Auction sub-committee.
- n. Follow-up with Original Works to determine discrepancy in profit margin (Jamie)
 - i. Kendra O. did so, and numbers checked out, primarily due to rise in costs of items that were purchased. We received a 33% profit margin.



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- o. Follow up with Heidi about Original Works discrepancy in profit margin and inform her we've decided to forgo the Lima Candle sale this year (Kendra O.)
 - i. Kendra O. completed.
- p. Send Rebekah a detailed Staff Appreciation Week report from last year to build off of for this year's budget (Kendra O.)
 - i. Sent; Kendra O. will follow-up to discuss more budget details.
- q. Compile a list of assembly ideas and forward to Mary Beth and staff for input (Theresa)
 - i. Theresa completed.
- r. Board members will email individual bios and headshot to Jamie before the February meeting.
 - i. Jamie will check on the format of bios and photos and follow-up with Board members she still needs one from.
- s. Send an updated meeting list to Mary Beth to post, and notify staff who have signed up on the sign-up genius of the changes. (Katie)
 - i. Theresa completed.

5. PRESIDENT'S REPORT

Theresa and Kendra presented the President's Report.



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- a. Review Expenditures of Under \$100
 - i. Get Well Flowers for Fran Wolters and Retirement Flowers for Penny Beatty.
 - b. Discussion of Board Members for the 2024-2025 School Year
 - i. Theresa and Kendra R. sent an email to Board members asking they think about and report their intention for next year as to whether they plan to stay on the PTO Board. Kendra R. shared that Central Woodlands sent out a Google Form to 4th grade parents to assess their interest in being on the CW PTO Board. Theresa and Kendra R. similarly plan to create a Google Form to send out to all Ada parents to fill open positions on our PTO Board for next year.
 - c. Discuss Kindergarten Enrollment Ideas
 - i. Kendra R. and Theresa plan to have PTO members available to talk and present “What PTO Is” at kindergarten orientation. We would also like to have Room Parent Information available and ready to explain at this event.
 - ii. There was discussion around what we can do to help increase Kindergarten Enrollment. Perhaps a “hype” video? Brandon? Getting a large banner was also discussed. Theresa will look into pricing for a “Kindergarten Registration Open Now!” banner for the hill.
 - iii. Melanie reported that Kindergarten Visitation will be in late April or early May. Melanie will get in touch with Elizabeth Brink in the district, to see what kind of promoting Ada is allowed to do, within school law, to encourage kindergarten registration. There was discussion around promoting with flyers, etc. at local daycare centers, which many private schools do. Kendra R. stated that, if we are allowed to promote, PTO can help push out communication.
 - d. Confirm Dates for Spring Conferences
 - i. Spring Conferences will take place March 19 and March 21, as well as March 20 for second grade.
 - e. Review Upcoming Performances
 - i. Theresa shared that upcoming assemblies and performances supported by PTO include Gincy Hartin (Kindness) on February 27, Mackinac Touring Group for 3rd graders on March 13, Jerry Pallotta (Author) on March 20, PaleoJoe (Dinosaur info) on April 24. PaleoJoe will be \$700 for two shows, including fossils, a trex booth, etc.
 - ii. Katie will follow-up with the Alligator Sanctuary as a possible assembly for fall.
 - f. Review Magic Tree House Purchases
 - i. Discussed above.
 - g. Status of Scholastic Dollars
 - i. Melanie and Mary Beth are still shopping the Scholastic catalog.
6. TREASURER’S REPORT
The PTO Board Fund balance was reported at \$32,017.25 by Kendra O.
- a. PTO Board Fund Report



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Kendra O. reported that we have a significant surplus aside from funds we already plan to use this spring. Kendra O. would like to spend \$10,000 by year end. There was discussion around how we can best use this money! PTO Board members will brainstorm and report at the next meeting.

Melanie asked that some PTO funds be set aside for sensory supports and fidget toys for each classroom. Melanie just wrote a grant for a Core Vocabulary Board for the playground that includes visuals for younger students, PECS for students with special needs. This is a great opportunity for students to communicate in the outdoor environment and be peer mentors. Melanie also reported that Kristin Kemppainen just wrote a grant for a parent lending library for resources. Staff has also discussed providing parent membership access to Dr. Becky's *Good Inside* (online resource).

Melanie brought up the idea of shade structures for the playground as a possible way to use PTO Funds. Trish and Theresa brought up purchasing a tree sapling for each child in the school for Earth Day!

b. Grant Updates

Kendra O. reported that there are about \$2,200 remaining funds available for teacher Grant Requests that have not yet been used. We will reiterate to staff that funds remain available and to submit grant requests!

7. FUNDRAISING REPORT

Kendra O. reported that we will have a Restaurant Night fundraising event at NOCO Provisions on Monday, February 26 from 11 a.m.-9 p.m. Theresa will create a flyer to send home in Friday Folders. Jamie will promote on Facebook and newsletter.

8. COMMUNICATIONS REPORT

None at this time.

9. COMMUNITY RELATIONS REPORT

Brandon and Amber presented the Community Relations Report.

a. Ice Skating Event

The event was very well-attended. There was a large turnout! Approximately 200 people! One note of feedback for next year would be to mention to parents to bring bike helmets for their children to wear on the ice.

b. Family Dance Night Event

Brandon described the dances that will be taught. Parent-child event, being advertised on Facebook and newsletter. Light refreshments of cookies and punch will be provided.



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Brandon asked if anyone had a party or DJ lights. Kendra O. may have a light tree connection. Kendra R. will edit the Dance Night Event flyer to include the sign-up link!

c. Whitecaps Possibility

Brandon was in contact with the Whitecaps regarding a group fundraiser night. Brandon has their home game schedule, of which we could likely pick any night. We can set up an online “store” for our group with items like tickets, family 4-pack, concessions, etc. Ada PTO would receive \$4 of every ticket sold! A question was raised as to if there is a minimum ticket number required to be sold? Brandon will ask and narrow down dates. Kendra R. and Theresa will email Thornapple, Pine Ridge, and Central Woodlands to see if they would be interested in joining a FHPS Central date. Perhaps in May?

10. COMMITTEE UPDATES

- a. Auction Sub-Committee Report
 - i. See above.
- b. Carnival Sub-Committee Report
 - i. Will report at the next meeting.
- c. SAW Report
 - i. Will report at the next meeting.

11. DISCUSSION ITEMS

a. March is Reading Month Classroom Door Decorating Contest

Kristin LaSage brought up the idea of each classroom being able to decorate their door during the month of March by voting for the best door to follow. There was discussion around an appropriate amount of PTO funds that could be provided toward this event, and the logistics of giving each classroom a stipend towards this. Kendra O. would prefer to give a flat amount to Mary Beth to supplement supplies teachers may already be using from the office, etc.

There was discussion around the voting process, if parents and/or students should vote and when. Parents could vote when they come in for parent-teacher conferences. Kids could vote with colored slips of paper or colored stickers to signify their grade. Kendra R. and Jamie will contact Kristin LaSage to discuss more details and logistics as well as correspond with Mary Beth regarding materials cost.

12. ACTION ITEMS



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- a. Approval of the January 16, 2024 PTO Board Meeting Minutes
A motion was made by Kendra O. and seconded by Katie to approve the January 16, 2024 PTO Board Meeting Minutes as presented. The motion was approved unanimously.
- b. Approval of the Mackinac Touring Group Assembly PTO Board Fund Request
A motion was made by Kendra O. and seconded by Theresa to approve the expenditure of PTO Board Funds not to exceed the amount of \$200 for the cost of the Mackinac Touring Group Assembly as submitted. The motion was approved unanimously.
- c. Approval of the PaleoJoe Assembly PTO Board Fund Request
A motion was made by Kendra O. and seconded by Trish to approve the expenditure of PTO Board Funds not to exceed the amount of \$700 for the cost of the PaleoJoe Assembly as submitted. The motion was approved unanimously.
- d. Approval of the Reimbursement to Mrs. Ringel for the Reinforcement Games
A motion was made by Kendra R. and seconded by Kendra O. to approve the expenditure of PTO Board Funds not to exceed the amount of \$95.48 for the cost of the Reimbursement for Reinforcement Games as submitted. The motion was approved.
- e. Approval of the Therapy Equipment & Materials Grant Fund Request (Krahn)
A motion was made by Kendra R. and seconded by Kendra O. to approve the expenditure of PTO Board Funds not to exceed the amount of \$85 for the cost of the Therapy Equipment & Materials as submitted. The motion was approved unanimously.
- f. Approval of the Substitutes Coverage for Yearbook Grant Fund Request (LaSage & Miller)
A motion was made by Kendra O. and seconded by Theresa to approve the expenditure of PTO Board Funds not to exceed the amount of \$220 for the cost of the Substitute Coverage as submitted. The motion was approved unanimously.
- g. Approval of the Cube Chairs Grant Fund Request (LaFontaine)
A motion was made by Kendra O. and seconded by Katie to approve the expenditure of PTO Board Funds not to exceed the amount of \$315.71 for the cost of the Cube Chairs as submitted. The motion was approved unanimously.
- h. Approval of the Manipulative Supplies for ECSE Grant Fund Request (Merchant)
A motion was made by Kendra O. and seconded by Katie to approve the expenditure of PTO Board Funds not to exceed the amount of \$200 for the cost of Manipulative Supplies as submitted. The motion was approved unanimously.
- i. Approval of the STEM Extensions Grant Fund Request (1st Grade)



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Tabled. 1st grade teachers are requesting STEM Extensions materials in the amount of \$934.44. Because they have already used their grade level grant amount this year, we will table approving this Grant Fund Request until Kendra O. can further review.

13. PUBLIC COMMENT

None was given.

14. REVIEW ACTIONABLES

- a. Kendra R. and Theresa will work on establishing dinner themes for Conference Dinner nights on March 19 and 21. Kendra R. will order a takeaway grab-and-go Panera dinner for second grade teachers on March 20.
- b. Kendra R. and Theresa will craft an email template for Room Parents for an initial ask for funds for the beginning of the school year next year. Kendra R. and Theresa will also craft an informative document of Room Parent duties to present at the beginning of the school year, when Room Parent sign-ups take place.
- c. Kendra O. and Mallory will ask current Room Parents if they have needs for the end of the year, including financial support from PTO.
- d. Katie will put Jerry Pallotta book order form information in the next newsletter. Theresa will connect with Mary Beth to add to Melanie's newsletter.
- e. Kendra O. will follow-up with Rebekah to further discuss Staff Appreciation Week budget
- f. Theresa and Kendra R. will create a Google Form to send out to all Ada parents to fill open positions on the PTO Board for next year.
- g. Theresa will look into pricing for a "Kindergarten Registration Open Now!" banner.
- h. Katie will follow-up with Alligator Sanctuary as a possible assembly for fall.
- i. PTO Board members will brainstorm ideas for how to spend down PTO Board Fund surplus before the end of the school year.
- j. Brandon will correspond with Whitecaps and narrow down possible dates for a Whitecaps Family Night.
- k. Kendra R. and Theresa will email Thornapple, Pine Ridge, and Central Woodlands to see if they would be interested in joining a FHPS Central Whitecaps Family Night.
- l. Kendra R. and Jamie will contact Kristin LaSage to discuss details and logistics of the March Classroom Door Decorating Contest, as well as correspond with Mary Beth regarding materials cost.

15. ADJOURNMENT

The meeting was adjourned at 8:11 p.m.

Respectfully submitted,
Katie Prince, Secretary
Ada Elementary PTO

Next Meeting:
Tuesday, March 12, 2024 at 6:30 p.m.