

PGO Board Meeting 10/22/23 7:00 PM via Zoom

Attendees: Melissa Carlyon, Annaliese Kittrell, Krisztina Filep, Paris Boice, Frances Lonergan

* Items that are of importance or need further action will be highlighted

Next Meeting: TBD

Principal Update – Tammy (if available to join)

- Questions for Tammy
 - Can the PGO get a Dojo ID or a Parent Square account?
 - Ice cream truck money from PGO?
 - Ok to do some garden bed work?

Financials

- Melissa talked through budget items
 - Didn't Add Money to
 - Principal discretionary funds
 - 6th Grade gift
 - Added 50\$ to PGO fund for paper goods, etc.
 - Added 50\$ for Chili Night prize (last year someone donated the prize)
 - Gave 1,080\$ in teacher support last year(Should keep \$ for teachers the same)
 - 1,000\$ set aside for minigrants
 - Let's send out an email to teachers to let them know they can get reimbursed for supplies up to 40\$ this school year, deadline to apply is May 1st and explain mini-grants
- Finalized and voted on budget

Ongoing Business

- Open Positions on PGO Board and Recommitment of Existing Board, Etc.
 - Still looking for new people/volunteers
 - Need to find someone to start learning Melissa's role for next year
- Directory
 - Waiting on class lists from office. Closed last Friday
 - Do we have access to the yellow forms that families fill out because it mentions PGO directory opt out info? Annaliese already talked to Maria about taking this off the form.
 - Annaliese will finish up directory
 - Prepping to be ready by end of the month
- Room Parents
 - Got several signed up via open house

- Still need some parents for some other classrooms. Will send out request via flyer and newsletter?
 - Frances will make a sign up genius or google doc to help organize. Annaliese will send over info to Frances
 - Frances said some parents and teachers did not know what to expect in terms of what a room parent does.
- Flyers
 - Annual Fund Flyers, Halloween Cider Doughnut Event Flyers, and Fort River Apparel flyers were sent home Thursday and Friday from FR. Some teachers may be sending home still.
- Pay Pal
 - Annaliese set up our PayPal again last week.
 - We have access again! Yay!
 - Pointed annual fund to the pay pal link since it's linked to PGO and was already set up years ago.
- Fundraising/ Upcoming and Past Events:
 - Popsicle Party and 6 th grade fun fair was a success!
 - Omar emailed Annaliese and said the total raised was 451\$
 - Fort River PGO Annual Fund Drive
 - PayPal now set up
 - Will kick off at Cider Donut event
 - T-Shirt Sales-
 - Will close on 11/1/23
 - We have already started getting orders in. (Adult Sweatshirts are the same ones from the year before last.)
 - 3 Colors offered are Black, Maroon, and Royal Blue.
 - Annaliese is in talks with Soundscape about printing mistake from last year. They might be able to work with us to fix this.
 - Might consider going with a different company next year- they have been **very** hard to work with.
 - T-Shirt competition for new design
 - Let's plan to do competition right at the beginning of the year next year
 - Reach out to Mx. Daniel and Mr. Austin to see if they can assist in any way.

- Run T-shirt sales earlier next year, so it is wrapped up by now!
- Up Next: Cider/Doughnut Event:
 - School is not doing the annual Halloween Parade and will be encouraging families to attend PGO event instead
 - Who is Available for the event?
 - Melissa ordered the donuts and they're already paid for, just need someone to pick them up.
 - Amherst Rec event is at the same time :/
 - Day of
 - Table with T-shirts for sale
 - Info about bake sale
 - PayPal info for annual fund
 - Donuts and Cider! Yum!
- Gift Card Fundraiser:
 - Run them from 11/01-11/13
 - Estimate about 2,000\$ in sales
 - Won't offer ones that give less than 3% back this time
 - Annaliese will set up, but will need help putting in order and distributing.
 - Volunteers?
- Voting Day Bake Sale
 - 11/7 : SignUp Genius created -Volunteers/Fun!
 - Sending info to Kriztina
 - 5 volunteer slots for each grade level
 - Get there for ~8:30 to set up
 - Need an extension cord for coffee
 - Leave leftovers and Venmo info up for a while at the end again.
- Any other Miscellaneous Business
 - In Person PGO meeting
 - Gauge interest via google form
 - 1. Before School 8:15-8:45am
 - 2. Evening 6:00-6:45pm
 - 3. Still interested, but not available in person this day
 - Would include:
 - Q and A session
 - Annaliese will go to the bank to get added to the account
 - Goal: We should always be kicking off our next thing at each event!
 - Frances: Garden beds in front of school look unsightly. This could be a good way to engage a few volunteers!

- Create a volunteer sign up sheet with garden info

- Have ready for Cider Donut event

- Annaliese:

- Random acts of kindness

- Budget line or sign up genius for random acts of kindness for snacks, etc for staff at the school!

- Future event for Spring or end of school year

- Spaghetti dinner night or Community Picnic
 - A Community Picnic at the school at the end of the year would be a great way to wrap things up.
 - Everyone could bring their own dinner, but we could have a potluck dessert table!