






2022.2023 PTO Meeting Agendas & Notes



Monday, 12.12.2022 @ 7:00 P.M. (Driscoll Library)

	Role	Member	Topics & Discussion	Voting Record	Follow Up Needed
I.	CoPresidents	Johnson & Wallace	<ul style="list-style-type: none"> • FB page content/engagement - trends highest when we have photos of 'real people and real events' we do/sponsor. • Raise Your Brush Fundraiser <ul style="list-style-type: none"> ◦ Sunday, February 5 @ 2:00 pm - as of 12/12 we had 19 seats left ◦ Link already sent to teachers/staff by Ms. Bucher ◦ Stephanie will post on Driscoll PTO FB page this week. If doesn't fill, we will then have Ms. Bucher blast on ParentSquare. • Adopt a Family <ul style="list-style-type: none"> ◦ Gretchen & Maggie delivered! • Skateworld Party - April 17 • Thanksgiving meals distributed last day before break by WHBC • Shutterfly PTO account set up - please add winter parties if you attend! <ul style="list-style-type: none"> ◦ ptodriscollelementary@gmail.com / Driscoll1234! ◦ download photos in albums (for yearbook, fb, etc) ◦ Photos for yearbook - Erin B to check with Jostens 		<ul style="list-style-type: none"> • ALL: Let Stephanie know if you want anything shared on FB page • ALL: Please add photos to Shutterfly account from school events. • DOUG: Send Thank You to WHBC for teacher meals • ERIN W.: Email Mike and Mrs. Rath about Raise Your Brush fundraiser • ERIN B.: Contact Jostens
			🖤🟡 Pass It On Elk Pride Award for December = Mrs. Myska!!		
II.	CoVice Presidents	Cherry & Jones	<ul style="list-style-type: none"> • Quarterly 'interest in helping with PTO events' Google Form status - when will it be sent? After the first of the year <ul style="list-style-type: none"> ◦ Form created and sent out to a few folks for testing/feedback • Paper forms <ul style="list-style-type: none"> ◦ Any update in numbers? No :-(<ul style="list-style-type: none"> • ERIN B.: Send new Google Form after the first of the year
III.	Secretary	McDermitt	<ul style="list-style-type: none"> • Approval of Minutes 	M: Lee 2nd: Cherry <i>No opposition</i>	<ul style="list-style-type: none"> • n/a
IV.	Treasurer	Marshall	<ul style="list-style-type: none"> • General updates <ul style="list-style-type: none"> ◦ Update on PayPal non profit status so tax not subtracted? <ul style="list-style-type: none"> ■ PayPal always takes something...even for nonprofits ◦ Awaiting IRS Pub78 database update that shows we're current - 	M: Lee 2nd: Wallace <i>No opposition</i>	<ul style="list-style-type: none"> • ERIN B.: Make Teacher Request Google Form

			<p>still not updated as of 12.12.2022</p> <ul style="list-style-type: none"> ● Release Funds <ul style="list-style-type: none"> ○ 3rd Grade request for \$50 = Yes ○ 5th Grade request Scholastic News and Storyworks = Yes ○ Process to request/release funds? <ul style="list-style-type: none"> ■ Google Form <ul style="list-style-type: none"> ● Who's requesting? And main contact ● How much requesting? ● Alignment to PTO mission? ● Amount of students impacted? 		
V.	Principal	Bucher	<ul style="list-style-type: none"> ● No Place for Hate ● 5th Grade Request - Scholastic ● District Facilities Committee <ul style="list-style-type: none"> ○ Starting the conversation for future planning. ○ Next meeting is in January ● DiBella's Feedback <ul style="list-style-type: none"> ○ "We went to dinner at DiBella's today and the employees had no idea about the code and said the code wasn't set up in their system. Therefore, we were unable to donate to the school. Not sure if anyone else had an issue or it was the employees working this evening." ■ I called as soon as I received the email, and they assured me it was fixed "the 'button' is now there" ● Fundraiser Ideas - Erin emailed Mrs. Schmidt <ul style="list-style-type: none"> ○ Teacher suggested Crumbl cookie fundraiser ○ Mr. Mike's fiance can hook us up with a soy candle fundraiser 		<ul style="list-style-type: none"> ● n/a
VI.	Staff	Varies	<ul style="list-style-type: none"> ● n/a 		<ul style="list-style-type: none"> ● n/a
VII.	Committee Reports				
Membership		Stingley	<ul style="list-style-type: none"> ● Membership Update <ul style="list-style-type: none"> ○ Google Sheet updated, paper forms will be placed in binder, checks deposited ● To Date <ul style="list-style-type: none"> ○ Families = 34 ○ Staff = 33 ● Possibility of membership push in February to see if we get more response (angle- there is still time to join and get involved this year) 		<ul style="list-style-type: none"> ● ERIN B.: Send membership push with volunteer push in January

		and all electronic		
Spirit Wear	Page & Wallace	<ul style="list-style-type: none"> ● Spirit Wear Sale <ul style="list-style-type: none"> ○ Aim for February 		<ul style="list-style-type: none"> ● n/a
Beautification	Szelog	<ul style="list-style-type: none"> ● Playground <ul style="list-style-type: none"> ○ School staff identified to fill out possible grant opportunity fund? ● Walk around the building over winter break to get inspiration ● Garden Program through Trader Joe's <ul style="list-style-type: none"> ○ It's a process, need lots of staff buy in ○ Particularly with PVs and nature ● Weed Pulling Volunteers ● Update on SignUp Genius for beautification (Stacie) 		<ul style="list-style-type: none"> ● ERIN B.: Explore staff to tackle TJ Garden Program
Appreciation Events	Lee & Rath	<ul style="list-style-type: none"> ● May 2023 		<ul style="list-style-type: none"> ● n/a
Redemption	???	<ul style="list-style-type: none"> ● Kroger  ● Dorothy Lane  ● Meijer  ● Box Tops  ● Amazon Smile  - IRS Pub78 not updated yet 		<ul style="list-style-type: none"> ● n/a
Community Fundraisers	Schmidt	<ul style="list-style-type: none"> ● DiBella's = raised \$125 ● January 11 = City BBQ (all day) ● February 5 - Raise Your Brush (\$10 back for each reservation) ● February 7 = SkyZone (6:00 - 8:00) ● April 17 = Skateworld (\$1 back for every kid when hit 50) ● Update Rachel Bakes, Chick Fil a, Suzy Carroll?! 		<ul style="list-style-type: none"> ● Skateworld to deliver flyers in March/April to Driscoll
CAC	Lee	<ul style="list-style-type: none"> ● November 29 Update <ul style="list-style-type: none"> ○ Safety focus ● Future Meetings <ul style="list-style-type: none"> ○ January = State of the District ○ February 8 ○ March 8 ○ April 12 ○ May 10 		<ul style="list-style-type: none"> ● n/a
Grade-level Rep, 2nd	Jones	<ul style="list-style-type: none"> ● Winter Parties = Good to go 		<ul style="list-style-type: none"> ● n/a
Grade-level Rep, 3rd	Marshall	<ul style="list-style-type: none"> ● Winter Parties = Good to go 		<ul style="list-style-type: none"> ● n/a
Grade-level Rep, 4th	Goerz	<ul style="list-style-type: none"> ● Winter Parties = ??? 		<ul style="list-style-type: none"> ● n/a

Grade-level Rep, 5th	Wallace	<ul style="list-style-type: none"> Winter Parties = Request money to buy popcorn for machine for party \$29.99 		<ul style="list-style-type: none"> Checking on popcorn status
Grade-level Rep, SERR	Bowman	<ul style="list-style-type: none"> Winter Parties = Joining in with 2/3/4/5 		<ul style="list-style-type: none"> n/a
Scholarship	McDermitt & Bucher	<ul style="list-style-type: none"> Spring 2023 		<ul style="list-style-type: none"> n/a
Field Day FunDay	Marshall	<ul style="list-style-type: none"> May 2023 		<ul style="list-style-type: none"> n/a
VIII.	Big Event Planning			
Driscoll Donuts With Grownups		<ul style="list-style-type: none"> School Resource Officer in building for future events? Yes! General feedback <ul style="list-style-type: none"> Clarification on RSVP <ul style="list-style-type: none"> Please add 'kids must be accompanied by adult for donuts' 'Please RSVP for all members of family attending' Are we asking grade-level to RSVP their Driscoll child or no? No, for grade-level mornings Grade 4 - January 20 <ul style="list-style-type: none"> Stephanie/Erin W to setup pm before Shauna, Stephanie, Erin W present morning of. Stephanie can get donuts. Volunteer sign up genius for 4 parent volunteers <ul style="list-style-type: none"> Please indicate setup/serve AND tear down Sell hats and scarves (\$5 each) <ul style="list-style-type: none"> Erin B. to find staff member to do that Grade 5 - Feb 10 - <ul style="list-style-type: none"> Stephanie/ErinW to setup pm before Who gets donuts? Gretchen Lee Shauna and Stacie present morning of for setup/volunteers Sell hats and scarves if left over from Grade 4 Continue to ask TJs for donations? Yes! 		<ul style="list-style-type: none"> ERIN B.: Adjust RSVP; Set up SRO for January and February; Find staff member to sell hats/scarves STACIE: Adjust volunteer SignUp Genius
Driscoll Dragon Dash		<ul style="list-style-type: none"> May 12 - NEED CHAIRPERSON TO LEAD & work with Ms. Bucher <ul style="list-style-type: none"> \$5 t-shirt - No trinkets Incentive by class Bananas and snack donations (Where from? Who to ask/lead?) <ul style="list-style-type: none"> Bananas from TJ Kids bring own water bottles Sponsorship ideas for Dash - shirt, signage around lap area Staff shirts one color, student shirt another color (varying shades of 		<ul style="list-style-type: none"> ERIN B.: Explore online pay options

	blue)- Embellished Threadz can give us firm quote closer to event date based on availability of shirts		
Grandparents Gathering	<ul style="list-style-type: none"> ● 11.22.2022 - HUGE success - A LOT of extra logistics this time around - A LOT of people ● Benefited from extra volunteers and PTO board present <ul style="list-style-type: none"> ○ 9 parents, 3 PTO board, 2 staff ● Brainstorm next year for crowd control <ul style="list-style-type: none"> ○ A lot of 'random people' walking around school ○ Would benefit from resource officer (some parents did comment on this) ● Donuts - very hard to determine number - many 'non rsvp' attendees - next year we will give a larger comfortable 'donut cushion'. ● Next year RSVP will clarify to include ALL family members who will be attending in RSVP including Driscoll children (RSVPs were all over the place this year). ● Book Fair made \$2k in the 1 hour event!! 		<ul style="list-style-type: none"> ● ERIN B.: Make note of School Resource Officer for next year
Silent Auction	<ul style="list-style-type: none"> ● 3.17.2023 - 3.22.2023 ● CHAIRPERSON = Mandy Cherry <ul style="list-style-type: none"> ○ Letter to give to businesses w/ 501(c)3 attached (Shauna - do you have letter from past donations that can be edited??) Erin B. gave Shauna old letter ○ Organize logistics ○ 32 auction site ● Stephanie/Erin W- leading & organizing staff experience donations <ul style="list-style-type: none"> ○ Have 3 staff experience donations already & good feedback from teachers. ○ Mrs. Myszka will help send reminder emails for continued donations 		<ul style="list-style-type: none"> ● MANDY: Update letter; Update spreadsheet
Family Dance	<ul style="list-style-type: none"> ● 4.14.2023 = 6:30 - 8:30 P.M. - Stephanie & Erin W Chairpersons ● KEEPING IT SIMPLE THIS YEAR! ● Dance in gym - refreshments and formal photo booth in cafeteria ● DJ & photographer booked & confirmed <ul style="list-style-type: none"> ○ Purchased 2 'disco lights' that can be reused ○ NOT going crazy with decor - unless someone wants to lead this effort and decorate to their heart's content ○ DJ to come see gym 12/14 . Photographer already visited cafeteria in Nov. 		<ul style="list-style-type: none"> ● ALL WHO ARE ABLE - Please plan to help with setup April 14 - MID AFTERNOON /END OF SCHOOL

		<ul style="list-style-type: none">• Mary Page - designing reusable 'Driscoll Disco' sign for folks to have as an option to hold during photographs by photographer with background• Simple photo props already purchased• Lauren Chapman - will make balloon arch for decor<ul style="list-style-type: none">◦ Can we purchase balloon arch materials?• Greg Bell - CHS Octagon Club will provide some high school volunteers - Stephanie/Erin will send signup Genius in early March for him to share w/ his students.• Centerville Safe - offered a table for them to set up during disco for parents to check out the organization. Waiting to hear back.• Email sent to all staff asking for volunteers to help with disco<ul style="list-style-type: none">◦ Already have 3 staff signed up• SignUp Genius for dance refreshments will go out school wide in March/April 1• March 1/very early March - Ms Bucher to send RSVP for Disco - Stephanie & Erin W will come up with RSVP letter w/ Ms. Bucher<ul style="list-style-type: none">◦ Would like to give families over a month to RSVP/pre-pay◦ Will also send home in paper form◦ Can pay cash/check/PayPal .◦ Pay at door / After April 11 will be \$5 extra		
	Movie Night	<ul style="list-style-type: none">• Friday, May 12 = 7:00 P.M. - Lindsay Schmidt - Chairperson• Rain plan? = Inside• Confirmed popcorn plan? Still TBD (us or donations)• CHS have AV club to help run? No, they do not have an AV club.• Set up table to sell Elk yard signs and excess spirit wear in PTO closet? Yes!		<ul style="list-style-type: none">• n/a
IX.	For The Good of the Order	<ul style="list-style-type: none">• PTO Calendar		<ul style="list-style-type: none">• n/a
X.	Adjournment	M: Lee 2nd: Rath <i>No opposition</i>		
Next Meeting: 1.9.2023 @ 7:00 P.M.				