



RIGGS ELEMENTARY PTO GENERAL MEETING MINUTES PTO BOARD MEMBERS

*PRESIDENT- JEN WALSH *VP FUNDRAISING- ERIN RISNER
*VP COMMUNITY EVENTS- KATE BUTCHART
*TREASURER- MEREDITH MCCANN
*SECRETARY- MICHELLE QUIROGA/MELISSA VANGEMERT

Tuesday, August 8th, 2023- 2pm | Riggs Elementary | Meeting called to order by President Jen Walsh @ 2:02pm

Attendees: Candice Gould, Julie Baumann, Melissa Vangemert, Meagan Barnes, Jen Walsh, Jamie Lander, Sara Marianella, Ashley Carbonatto, Erin Risner, Tanya Wagner, Michelle Quiroga, Carla Hanna, Kate Butchart, Meredith McCann, Kristin Tekulve, Jessalyn Muraco, Kelly Anderson, Cori Law, Tara Dunn, Teresa Nally, Kim Reininga

**Note: Black text follows agenda distributed at the meeting, red text is discussion during meeting.*

****Meeting Minutes Pending Approval At Next PTO Meeting****

1. Welcome- shout outs- Welcome new Board Members Meredith McCann and Kate Butchart
2. Review and approval of April meeting minutes- Jen Walsh approves, Melissa VanGemert seconds approval
3. PTO Board Reports-
 - President Jen Walsh-
 - Introduction of 2023-2034 Board Members:
 - President: Jen Walsh, VP Fundraising: Erin Risner, VP Community Events: Kate Butchart, Treasurer: Meredith McCann, Secretary: Michelle Quiroga & Melissa VanGemert
 - Gifts to school-
 - Muralist Terry Allen- Painted MPR over the summer.
 - Staff lounge renovation- Repainted room, new furniture from Living Spaces, new air fryer, toaster, plates, utensils, wonderful homey feel in the staff lounge for the teachers to enjoy.
 - Stencils for blacktop/repainting lineup spots- Stencils have been purchased for four square and hopscotch to be painted on blacktop. Also repainting lineup spots. Casteel Boosters reached out for the varsity football team to volunteer their time, we will utilize their time to help with this project. We will also put them in touch with Ms. Torres to possibly assist with teaching students rules of football and basics of the game.
 - Disney Raffle was a success! Does anyone have connections on something we can use for another raffle this year to give back to another school in need? We gifted half our proceeds to San Marcos Elementary a fellow CUSD school. PTO would like to head this up again, however Points of Light Program that donates the Disneyland Tickets are discontinuing the program.
 - Katey McPherson Parent Night- Good turnout last night. Next meeting is Aug. 14th, 6pm MPR. Bring your kiddos to this one. This event is centered around digital wellness and internet safety. The event on the 14th is a family event to develop family contracts for technology use. This event was recorded however there were some technical difficulties, so we need to look at the quality before posting.
 - Stock the lounge-Shoutout to Timari! \$1375 plus snacks were raised. Erin Risner shopped for teachers. Half the money was spent. The other half will be used to staff the lounge two more times. Once after fall break and then again after winter break. Restock schedule suggested per teacher request.
 - VP Fundraising: Erin Risner-
 - Sponsorships-Candice Gould Updates on 23/24 school year sponsorships
 - Currently 6 gold sponsors and 1 silver sponsor. A few companies are still pondering if they would like to be sponsors and what level they want to be. We have 1 sponsor less than last year. Sponsors can sign up at any time. Info to become a sponsor is on the PTO website. First round of social media posts for sponsors will be posted tomorrow.

- VP Fundraising: Erin Risner: (Continued)
 - Raising 4 Riggs update/goal and Kickoff on 9/8/23. Envelopes for fundraiser were just delivered. Last year's goal was \$80,000. This year the goal is \$85,000. Meagan Barnes, our social media chair will be posting about the fundraiser. This is a homegrown fundraiser without the AI tech support to push notifications to family members. We need all students to participate. 63% of donations come from outside family members and friends. We are also having preschool participate this year. 100% of donations go to the school. PTO has paired down on restaurant nights and other small fundraisers to not overwhelm parents with donation asks.
- VP Community Events: Kate Butchart-
 - Back to School at the Pool was a success. DJ Happy Flavor was a hit!
 - Kona Ice giveback from Meet the Teacher and Back to School at the Pool totaled \$335
 - Upcoming: Donuts with Grownups 9/29/23 Student council will help with event. Let Marianella know 2 weeks prior to event.
- Treasurer: Meredith McCann-
 - Budget update: Budget for the school year is updated. PTO consolidated a few events. Used last year's budget as a starting point. Contact Meredith for any questions regarding budget.
 - Teacher start up funds: PTO provides start up funds for teachers at the beginning of every school year. We have reimbursed over \$4,500 thus far. Teachers have till the end of September to turn in receipts.
- Secretary: Michelle Quiroga and Melissa VanGemert- First newsletter will be coming out at the end of the month. Be sure to sign in at PTO meetings so we have accurate count for meeting minutes. Candice will send logos to Melissa for newsletter.

4. Committee Reports-

- Staff Appreciation: Erin Risner and Laurie Kaminski-
 - Welcome back lunch was a success! Babbo catered
 - Teacher Appreciation week planning is underway. May have a bit of extra money in the budget thanks to Blue 32 for gift cards & Red Robin Queen Creek also 100% donated dinner for teachers one night during parent teacher conferences.
 - Birthday treats for staff were generously donated by Blue 32- \$10 gift cards donated and free kids meal cards
- Spirit Wear- Lauren Montoya and Hadley Meyers-
 - New Spirit wear with Created Images are available online now! Hadley and Lauren will pick up orders once a month. Orders from July are almost ready.
- Restaurant Nights: Janelle Loss-
 - Blue 32 and Cold Beer and Cheeseburgers. CB&C is Nov. 14th and Blue 32 is April 16th, No gift cards will be sold this year.
- Art Masterpiece: Julie Baumann- Inventory is being completed to order supplies. Julie is working on schedule for teachers to use art room. Email will be going out to parents with training dates. If staff sees a need for supplies in art room, please contact PTO. There is a separate budget for the art room. Art Masterpiece supplies are separate from art room supplies. Art Masterpiece supplies are located in the locked closet. Julie is also working on creating a "Pinterest" type list for teachers to access for art ideas not related to Art Masterpiece. Teachers are encouraged to use art room. PTO will send out a refresher email on the ins and outs of the art room.
- Bulletin Board: Julie Baumann-
- Social Media: Meagan Barnes- Heading up social media for Riggs PTO. If chair members or committee members have anything that needs posting, email Meagan.

5. Principal Report: Jamie Lander:

- A+ School of Excellence- Riggs will be reapplying for A+ school status next August. There will be a committee of teachers assigned to the application process this year.
- Site Council- Meets 4 times a year. Council looks at overall arching things of the school. Mrs. Lander will be sending a google form to parents who are interested in being a member of the site council.
- C.A.R.E cart- Some donations have rolled in via Amazon wish list. If you're interested in volunteering please look for emails sent with a Signup Genius. This year there is a room dedicated for C.A.R.E. cart.
- ART Integration- Looking into more training for teachers
- PBIS- Learning expectations for children. Focusing on common language and discipline across the board.
- New technology install- Begins Aug. 21st. Shelving is coming out. No carpet under the shelving, 65" TV will be installed with 2 four foot white boards on each side. PTO will be looking into purchasing storage to replace removed shelving. Mrs. Nally suggested storage with wheels for easy mobility.

6. Next General PTO Meeting- Tuesday, November 14th 2:00pm- Room C9

7. Questions:

- What new events will be held this year? Family Dance, Family Bingo, Family Art Night
- Do we find it helpful to have a social media invite for events? Due to safety issues of having a public invite on social media, we will not be using the event tool. Events will still be posted on our page.

8. Adjourn @2:55pm *Meeting minutes compiled by Michelle Quiroga- Secretary