Ridgeway PTSA Meeting Minutes
Meeting – October 8, 2019

ATTENDEES: Teresa Schmitter, Mary Stixrud, Tiffani Riley, Patrick Riley, Tabi Williams, Danielle Nardi, Amanda Horn, Fran Lakatos, Laura Sandstedt, Wendy Forbes, Penny Gamble, Rachel Parks, Amy Childs, Carissa Haven, Keith Belmore, Amanda Fues, Valerie Freed, Shari Lawson, Mary Jo Creech

I. Meeting called to Order at 6:39 p.m.

II. Review Prior Meeting Minutes
   a. Minutes reviewed.
      • Amanda motioned to accept the minutes. Mary seconded. The motion passed.

III. School Updates
   a. Principal’s Report – Mrs. Shari Lawson
      • Mrs. Lawson asked if PTSA volunteer forms were included in Back to School Night folders. The forms were not included in the folders. Mrs. Lawson asked if the forms can be sent out in the RAP soon. Carissa will complete a Google form in October for PTSA volunteer forms.
      • The school facelift committee is choosing paint colors for Ridgeway. An interior designer has donated his/her time to walk through the school and provide advice on the update of Ridgeway.
   b. Autonomous School Committee Report – Valerie Freed
      • The committee hasn’t met since the last update provided at the September PTSA meeting.
      • The next meeting is scheduled for November 20, 2019 at 4:00 p.m.

IV. Officer Updates
   a. President’s Report – Sean Cox
      • There are vacancies on the PTSA board. The treasurer position must be filled. There are three board positions which must be filled, president, treasurer, and secretary.
      • PTSA officers are only allowed to miss two meetings per year if needed.
      • Sue will be at Ridgeway this year to assist in the transition to a new treasurer.
      • Quickbooks is the program used by the treasurer. The main job of the treasurer is to collect receipts and write checks. The treasurer also maintains the books. On Fun Day the treasurer and deputy treasurer are responsible for taking the money to the bank.
      • Hy-Vee was very easy to work with for the Gift cards for the teachers at the beginning of the school year.
      • A submission will be written for the RAP and Parent Link seeking officers for the open positions. Sue and Sean will write job descriptions for the positions.
   b. VP Outreach – Open position
      • Sean will follow up with Whitney Zara to make sure she is still interested in this position. This position will be voted on during the November PTSA meeting.
   c. VP Membership – Amy Childs
      • Currently there are 50 PTSA members. If meeting attendees have not yet joined PTSA Amy has forms available to join.
• A motion was made by Penny to pay for the twenty-one certified staff to join PTSA. The motion was seconded by Rachel. The motion passed.
• Carissa has been nominated for the VP Membership position. She will be placed on the November ballot.

d. Secretary – Teresa Schmitter
No Report

e. Treasurer – Sue Schommer – Not present
• See attached financial forms
• The gift cards for teachers were distributed.
• Dream Big grants are due on 10/18. The board will meet prior to the November meeting to discuss the submissions.
• Sue will be unavailable 10/18-10/25 due to being out of the country. Rebecca will have the checkbook if it is needed.
• Sue paid for childcare during the meeting and made copies of the financial documents for the meeting.

f. Deputy Treasurer’s Report – Rebecca Gingerich
Not Present. No report

V. Business (New and Old)
a. Ridgeway Cub Scouts Charter Renewal – Amanda Fues
• Last year PTSA approved to charter this Cub Scout Pack. The Pack is made of students from Ridgeway and Grant. Approximately 50% of the scouts are from Ridgeway. The charter renewal is due in December. Amanda’s job is to renew the charter.
• A new representative from PTSA is needed to serve as the representative for the scouts due to the fact that Amy’s son is aging out of the Pack. Penny has been recommended as she is a member of PTSA and she has a son in this Cub Scout Pack.
• Ridgeway will develop a list of projects scouts can work on as Eagle Scouts sometimes contact the school seeking a project. This Cub Scout Pack can complete a project if they are interested in completing a project for the school.
• A vote was held regarding the charter renewal. The renewal passed.

b. Fall Family Event
• Ridgeway PTSA usually schedules a fall family event. Sean will contact Midway Golf and Games to see if the facility is available on 10/30/19 for a Ridgeway event.

c. Amazon Wish List Update – Nicole not present
• The lists have been updated. The lists will be promoted prior to the holidays. They will be promoted in November.

d. Dream Big Grant – Sue
• See above regarding Dream Big grant.
• If there is a reoccurring need or a consumable item it is suggested that it is proposed as a budget item.

 e. Garden – Valerie Freed
• Tomatoes and okra are available. Families can pick these items up at parent pick up.
• A garden clean up day will be scheduled at the end of October or in November. Volunteers can assist with the clean up.

f. Directory – Amy
• The directory is 95% complete. Amy is waiting for key pieces to complete the directory. Once this information is available Amy will finish the directory and it will be sent to the print shop.

g. Ridgeway t-shirts
• Mr. McMillen is unavailable to serve as the t-shirt representative this year.
• Travis, Wendy’s husband, will help with the design for the t-shirts this year.

h. Yearbook – Rachel
• A discussion was held regarding the purchase of the yearbooks by families or by PTSA.
• A motion was made by Carissa and seconded by Amy for PTSA to pay for yearbooks for all students this year. It will be publicized that PTSA paying for the yearbooks will be for this year only. The contract with the company that makes the yearbooks ends this year. When the prices for future yearbooks are determined PTSA will discuss yearbooks.
• The motion passed.
• Laura will make a form asking if families would like to purchase a second yearbook or if they would like to make a donation for yearbooks.

VI. Committee Chair Reports
a. Administration and Membership Development – Amy Childs
   No report

b. Finance and Grants – Nicole Campione-Barr
   Not present
   • Sean will discuss grants with Nicole.
   • PTSA can apply for grants. PTSA has received a grant approximately every other year.
   • If attendees are interested in assisting with this committee they can search for grant opportunities for Ridgeway.
   • This is the last year Nicole and Sue will be able to serve on this committee due to their children graduating from Ridgeway.

c. Fun Day – Valerie Freed and Carissa Havens
   Fun Day volunteers to make calls for donations are being sought. The committee is looking to make sure calls and donation letters fall within the window for organizations seeking donations.

d. Staff and Teacher Appreciation – Erica Canlas
   Not present. Erica is working on teacher appreciation activities.

e. Promotion, Outreach & Volunteerism – vacant

f. School Principal and Operational Support – Carissa Havens
   • Members commented that the mums Carissa’s husband planted look great.

g. Family Events and School Spirit – vacant
   • The talent show is the biggest time commitment for this committee head.

VII. Adjourn
   The meeting was adjourned at 7:37 p.m. The next PTSA meeting is November 12, 2019.