Ridgeway PTSA Meeting Minutes
Meeting – September 10, 2019

ATTENDEES: Shari Lawson, Raul Zamora, Sara Jimenez, Ramez Sunna, Anusha Mallampah, Kathy Dempsey, Rachel Blades, Anne Alexander, Carissa Havens, Beth Ryberg, Meghan Malloy, Penny Gamble, Wendy Forbes, LaToya, Alberta Bentum, Amy Childs, Teresa Schmitter, Angela Botham, Valerie Freed, Susan Schommer, Maria Cox, Sean Cox

I. Meeting called to Order at 6:30 p.m.
   a. Introductions completed.
   b. Meetings are the second Tuesday of the month unless noted in the RAP.

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

III. School Updates
   a. Principal’s Report – Mrs. Shari Lawson
      • Great start to the school year. The weather has been good which has helped.
      • There is a new staff member, a paraprofessional who began working at Ridgeway last week.
      • Next month PAC will meet at 6:00 p.m. The PTSA meeting will take place at 6:30 p.m.
   b. Autonomous School Committee Report – Valerie Freed
      • Committee members will be attending board training.
      • The Committee continues to work on the by-laws.
      • The school district is going to paint Ridgeway. There will not be a fee for the paining. The facelift committee will be allowed to have input. VOC free paint was discussed. The codes state that VOC free paint needs to be utilized in schools and hospitals.
      • The Committee is setting goals for the year.
      • The Committee is deciding the best way to spend professional development money. It has been difficult to hire substitutes when personnel attend professional development.

IV. Officer Updates
   a. President’s Report – Sean Cox
      • There are vacancies on the PTSA board. Sean is collecting nominations for the open positions. Please speak with Sean, Amy or Sue regarding open positions. Amy can provide more information on the duties of the VP of Membership. Sue can provide more information on the treasurer position. A vote will take place in October for these positions.
      • Officers are allowed to serve for three years in the same position. If an officer would like to be nominated for another position he/she can still serve as an officer if elected to a different position.
      • There are a number of different committees interested members can serve on through PTSA. These committees will be discussed later in the meeting.
   b. VP Outreach – Open position
c. **VP Membership – Amy Childs**
   - Amy provided a description of her position. She provided her e-mail address in case members have questions about the responsibilities of the VP of Membership position. Amy also offered PTSA registration forms for attendees who are interested in becoming PTSA members.

d. **Secretary – Teresa Schmitter**
   - No Report

e. **Treasurer – Sue Schommer**
   - See attached financial forms
   - Sue explained the contents of the financial forms which were provided to attendees.
   - Recently PTSA has provided $100 gift cards to certified staff to utilize for materials for their classrooms.
   - For the past few years PTSA has also conducted a program called Dream Big which consists of school personnel requesting additional funds for a specific use. Approximately $5,000 has been given per year in recent years.
   - A goal of PTSA has been to spend the money that has been earned fairly rapidly after it has been earned to allow the students who have helped earn the money to benefit from it. 
   - The budget lists a deficit due to a conservative estimate of Fun Day earnings.
   - Sue is going to check with some of the teachers due to the fact that it looks like there is some carryover.
   - Ramez made a motion to approve the treasurer’s report. Raul seconded. The motion passed.

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

V. **Business (New and Old)**
   a. **2017 – 2018 Fiscal Audit –**
      - Gibson and Company can provide a financial review for approximately $400 - $500.
      - The goal is for PTSA to establish a relationship with a provider to continue to utilize this provider. If attendees know of another company or a Ridgeway parent who could provide the service PTSA is open to other options. There is money in the budget to pay for the audit.

b. **Pool Party –**
   - The pool party went well. There were approximately 30 less attendees at the party this year as during typical years.

c. **Amazon Wish List – Nicole Campione-Barr**
   - Not present
      - An explanation of the wish lists and the purpose of the lists were provided. Ridgeway teachers add materials that they would like to have for their classrooms to the lists. If family members would like to make a purchase for a classroom they can order from the lists and then have the materials sent directly to the teacher at Ridgeway.

d. **Box Tops – Teresa Schmitter**
   - An explanation of the Box Tops program was provided. Box Tops can be found on a variety of products. The Box Tops on these products can be cut out and then brought to school by the students for placement in the collection bins. Each Box Top earns 10 cents for Ridgeway and Bonus Box Tops are worth more. Checks are sent twice a year directly to Ridgeway. This summer Box Tops began a new electronic Box Tops program in addition to the clipped Box Tops. The clipped Box Tops will be faded out. The electronic Box Tops are noted on the top of participating products. To submit these types
of Box Tops participants download an app and then scan the receipt featuring the qualified item. The money is then directly deposited into the Ridgeway account.

e. **Teacher Grants and Dream Big – Sue Schommer**
   - Dream Big grant submissions will be due in November and then will be voted on in the future.
   - Sometimes when items are submitted to Dream Big a donation is found to provide the requested item(s).

f. **Ridgeway Garden – Valerie Freed**
   - The products from the garden are given to families, teachers, school personnel, Welcome Home, and individuals in the community. Okra and tomatoes are currently available.
   - The committee would like to plant pumpkins in the future if enough assistance is available.
   - A donation of manure was provided by a previous Ridgeway student.
   - If attendees are interested in assisting with the garden please contact Valerie or Sean.

g. **Directory – Amy Childs**
   - Once Amy is given the information for the directory she will compile the directory. It will be sent home with students in their Friday folders.

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 is scheduled for 3/14/19.
      - Fun Day consists of games and activities, a Silent Auction, the Big Drawing, and lunch. Fun Day is the school’s only fundraiser outside of Box Tops and Shoparoo.
      - If attendees are looking for ways to participate they can assist with calling businesses for donations for the Silent Auction and Big Drawing, can volunteer to run a game, assist with lunch service, or help with set up or tear down.

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

   e. **Promotion, Outreach & Volunteerism – vacant**
      - If attendees are interested in this position they can discuss it with Sean or Mrs. Laswon.

   f. **School Principal and Operational Support – Carissa Havens**
      - Carissa completes jobs as requested by Mrs. Lawson such as arranging for childcare for PTSA meetings and picking up needed items.

   g. **Family Events and School Spirit – vacant**
      - This position consists of coordinating events such as the pool party, the fall and spring events, the talent show, and the ice cream social.
      - Attendees who are interested in this position can speak to Sean or Mrs. Lawson regarding the position.
h. Other Business –
   • Angie sent the information forms for the teachers to complete regarding their likes and interests in case families would like to know what personnel like if they chose to give presents. Sean will post these to the PTSA website when they are available.

VII. Adjourn
   The meeting was adjourned at 7:26 p.m. The next PTSA meeting is October 8, 2019.