

# PTA MEETING MINUTES

Riverview Elementary School

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*January 5, 2021 at 7:00 PM | Meeting called to order by Antoinette East-Jenkins*

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## In Attendance

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2020-2021 PTA Riverview Board Members: Antoinette East-Jenkins (1<sup>st</sup> Vice President), Joy Newingham (Secretary), Ann Bemer (Treasurer), Susie Steinhauer (Council Delegate)

PTA Members: Kelly Kanoza, Toni DiNardo, Mike Gentithes, Emily Gentithes, Jean ???

School Representative(s): Traci Kosmach, Megan Postak, Kim Nixon

## Welcome & Pledge of Allegiance

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Attendees welcomed to meeting and led through Pledge of Allegiance by Antoinette East-Jenkins.

## Approval of Minutes

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Attendees were given opportunity to read meeting minutes from last month's meeting. A motion to approve the minutes was made by Susie Steinhauer and seconded by Traci Kosmach. All present voted in favor of approving minutes.

## Board

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Susan Biskopski presented final updates to the standing rules based upon motions passed at the December 2020 PTA meeting:

- Committee Budget Variances Provision – it was decided that the PTA Board would have authority to approve/deny any requests made by Committee Chairs to increase the budget for PTA sponsored events. A motion was passed to authorize the Executive Board to approve a maximum of \$250 over budget for this purpose.
- Emergency Funds Authorization – a motion was passed to authorize the Executive Board to approve expenditures of up to \$250 for discretionary items that fall outside of pre-approved budget.
- Addition of Principal to PTA Executive Board Meetings – suggestion was made to include Principal in Executive Board Meeting in bylaws. PTA to follow up to determine whether it's possible to amend the bylaws in this nature, or if this should be adding to standing rules.

A motion was made by Susie Steinhauer to approve the amended standing rules document. The motion was seconded by Ann Bemer. All present voted in favor of approving the amended standing rules document.

A second motion was made by Susie Steinhauer to adopt the new standing rules. The motion was seconded by Joy Newingham. All present voted in favor of adopting the standing rules.

## Open Positions

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There are a number of opportunities remaining for the 2020-2021 school year. Openings include:

- President

- 2<sup>nd</sup> Vice President, in charge of social programs

Members were given an opportunity to nominate themselves or others for either position. None present communicated an interest. Antoinette East-Jenkins will continue as interim President throughout the remainder of the 2020-2021 school year.

In addition to the current board openings, attendees were advised that next month begins the election process for PTA Board for the 2021-2022 school year. Attendees were asked to spread the word that next year the PTA Board will have many openings including: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Historian.

Anyone with questions or an interest in joining next year's PTA Board should email

[TeamRiverviewPTA@gmail.com](mailto:TeamRiverviewPTA@gmail.com) or reach out to any current board member for more information.

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### Treasurer's Report

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The Treasurer's Report for December 2020 was read by Ann Bemmer, Treasurer. A motion was made to approve the report by Susie Steinhauer and seconded by Susan Biskopski. All present voted in favor of approving the report.

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### Principal's Report

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- Bookworm Vending Machine – Mrs. Kosmach advised that she needs to discuss the possibility of installing this machine with District Operations as well as the Riverview staff. Although there is a space issue at the school, there may be room for the machine because of the modular unit once that is up and running. She will circle back to PTA once those discussions have taken place.
- Valentine's Parties – the school is very limited about what they can do to celebrate this holiday due to Covid safety protocols. As such, students will not be exchanging valentines this year. The school would like to offer a pre-packaged craft and snack for each student, Maroon & Gold and requested that the PTA donate these items. Since the expense for both the craft and snack fall within the already approved budget for school party donations, this PTA agreed to purchase these items to donate to the school. Mrs. Kosmach will ask the staff to pick out two options for each grade for the craft and then send them to the PTA for purchase over the next week along with an updated headcount for each grade level.

It was agreed that going forward there will be a section added to the agenda for the Teacher's Report now that there are teacher representatives who will regularly be in attendance at PTA meetings.

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### Fundraisers

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- Fundraiser Updates:
  - Spiritwear Fundraiser – will take place in February or in March prior to Spring Break. Both dates work for the school. The PTA Executive Board will make final decision and roll out details as soon as possible.
- Food fundraiser update:
  - Marco's Pizza Night is Thursday, January 14th. Look for digital flyers to come home.
  - Marco's also has 2 additional fundraising opportunities this year for us to earn money for the school: The first will be on March 29, 30 & 31<sup>st</sup>. The second will be on May 3, 4 & 5. During this time, we will be promoting Marco's on our FB page. Riverview will receive 50 cents for any "likes" during these dates. Additionally, there is a \$100 and \$500 prize that will be rewarded to top schools whose posts receive the most "likes" during both dates.

- Box Tops Update – we currently do not have enough physical Box Tops to submit them to the program. For physical entries, we need to have 50 Box Tops. We currently have 46. PTA will be putting out a reminder this week for anyone with physical box top submissions to send them into the school ASAP.
- Acme Community Cashback update - \$18.61 earned this month, bringing the total earned this period to \$42.44.
- Amazon Smile – Last disbursement of \$30 was in November 2020. Next disbursement will be in February 2021.

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## Council News

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- Council Delegate Report:
  - Last council meeting was cancelled so not many updates.
  - Helping Hands & Put the “T” in PTA program deadline is January 19<sup>th</sup> at 5:00 PM.
  - Reflections winners have been announced for every category except Video Production. Congratulations to all the Riverview students who placed in their categories!

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## Old Business Recap

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- PTA Mailbox – Mailbox has been dropped off at the school for installation by the SMFCSD Operations department. Copies of the lock key will be made so that the school and PTA board members have a copy, as well as back-up copies in the event a key is lost.

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## New Business/Upcoming Events

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- Happy New Year Books for all students – Target distribution is next week. Gold students will be able to pick up their book on Wednesday, December 13<sup>th</sup>. Books will be sent home with Maroon students.
- PAWS Assembly – We will be rolling out a virtual Jim “Basketball” Jones assembly on February 5<sup>th</sup> to both Maroon & Gold students. The assembly will be followed with a weekly inspirational video message from Jim Jones each week for the next 15 weeks. In addition, select Riverview students will have the opportunity to do an “Interview with the Author” with Jim, who has a 3-book series about Bouncy the Basketball. There was discussion about the possibility of having a writing contest for the students to submit based upon their takeaway from Jim’s virtual assembly to determine which students will get to participate in this interview. Motion made by Susie Steinhauer and seconded by Traci Kosmach to spend an additional \$1,950 for signed books to distribute to students in conjunction with this event.
- Snuggle Up & Read – discussion about the possibility of having a virtual event this year to kick-off the virtual Book Fair. It was suggested that we create a Google document with imbedded links to pre-recorded videos of RV staff and special guest reading books for the kids. The PTA also plans to send a goodie bag home to each student to encourage attendance at the Snuggle Up event and promote the Book Fair. More details to come at the February meeting. Committee members: Joy Newingham, Ann Bemer, Susan Biskopski, Traci Kosmach & Megan Postak.
- 4<sup>th</sup> Grade Shirts – Antoinette East-Jenkins will work with Kim Nixon to determine best way to handle getting all the 4<sup>th</sup> grade signatures for t-shirts.
- Kindergarten Graduation – PTA still plans to provide tassels for the graduating Kindergarten students & is open to any additional suggestions/ideas from the school as to how to commemorate this occasion for the kids.

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## Adjournment/Next Meeting

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Motion to adjourn made by Susie Steinhauer and seconded by Antoinette East-Jenkins. Meeting adjourned at 8:18 PM. Next meeting is February 2, 2021, at 7:00 PM on Zoom.