

PTA MEETING MINUTES

Riverview Elementary School

January 13th, 2026 6:00 PM | Meeting called to order by Emily Gentithes

In Attendance

2025-2026 PTA Riverview Board Members in attendance: Emily Gentithes (President), Ashley Guilmette (1st Vice President), Megan Postak (Corresponding Secretary), Crystal McCann (Parliamentarian), Jill Bradisse (Historian), Lisa O'Donnell (Council Delegate), Brittany Alexander (Treasurer), Heather Maddox (Recording Secretary)

PTA Member(s): Taci Kosmach, Darin Badger, Kahlee Cunningham, Brittany Musgrave, Robert Alexander

Welcome

Attendees were welcomed by Emily Gentithes.

Review of November's Meeting Minutes

Meeting minutes were presented for review by Heather Maddox. Caitlin McNulty made a motion to approve the minutes and Megan Postak 2nded.

Treasurer's Report

Brittany Alexander reviewed the treasurer's report regarding income and expenses for the month. Discussed formula issue with Conference Dinners. Reviewed changes since last meeting including Holiday Shop, Bulldog Dash, Reflections, Staff Appreciation and Holiday events/projects. No questions about the report. Heather Maddox made a motion to approve the report and Ashley Guilmette 2nded.

Principal's Report

Traci – Reflections submissions – all 5 submissions were winners and will move on. Appreciation for the Santa visit and cookies at the end of the year. Art Show – concern on help getting all the art up understanding timing. Could we potentially pair up with Snuggle Up? Megan proposed making one of the stations being Art Show. Traci will confirm how many volunteers will be needed with Kristen. Megan proposed an art theme for Snuggle Up to coordinate with the art show.

Teacher's Report

Ryane couldn't be present. Traci included her updates in her report.

Fundraise Updates

A. Marco's Night- Marco's night was last Thursday – Jan. 8th. Winners for December and January are still to be confirmed. Decorating pizza box Feb – K thru 2nd; March 3rd & 4th grades. Marcos night is the second Thursday of the month and all orders earn money for the PTA. The top ordering class wins a pizza party. Currently in the top 50 schools participating in the school challenge (43rd overall). Top 32 schools receive an additional monetary prize.

B. Box Tops– No update this month.

C. Acme Receipts – No update this month.

D. Back to School Night Dates – Football schedule has been provided to us and it was proposed to do our Back to School night on 09/11 as it doesn't conflict with home SMF football games. Emily to book Cheezylicious food truck as they have already reached out to her.

Council News

No updates this month.

Old Business Recap/Committee Reports

- A. December Cookies & Hot Cocoa in classrooms [Amanda Trego & Kahleigh Amburgey] – Went really well. Kids loved the hot chocolate! Appreciation to Crystal for her help! Thank you note received from Santa to Riverview.
- B. Staff Appreciation Lunch & Cookie Exchange [Emily Gentithes & Jill Bradisse] – The event went well. 30 total donations for cookies! Appreciation to Jill on her support and efforts with coordinating lunches. Emily noted using a SignUp Genius form next year for the cookie exchange.
- C. Monsters Outing [Emily Gentithes]- Total of 94 tickets were sold. Positive feedback on the experience and outing. Suggestion by those in attendance to consider doing again.

New Business Recap/Committee Reports

- A. Restaurant Passport [Crystal McCann] – Going to try connecting with local restaurants (considering 5-10 restaurants currently) – Crystal has letter to explain the initiative. Would be the months of February – April. Requesting \$200 for stamps for letter and prizes for stamps/passport (was voted to move \$200 from miscellaneous to support). Potential school activity for those who don't go to the restaurant to help encourage families/students to learn about the culture, families, etc.. Prizes for those who participate would be flag pens, globe keychain and globe squishy based on number of stamps. Megan suggested a deadline to submit your passport to allow for us to order prizes based on passports submitted (reduce excess stock of prizes)
- B. 'T' in PTA & Helping Hands [Lisa O'Donnell] – Council date is February 1st. Our deadline is the January 26th. Will consider extension based on how many submissions. Communication/posting will go out to school.
- C. February 7th Roller Skating Event [Caitlin McNulty] – Flyer has been created (looking to be sent home this week) and will be posted on social media. 4-6pm on Saturday. \$4 skate rental – can bring your own skates. No extras related to food or drinks provided by PTA. Can bring your own food in should you want to bring anything (will look to mention in FB post)
- D. Art Show & Ice Cream Social – see Principle notes for updates
- E. Possible Bingo Night – Potential school Bingo night (Wed night was proposed). Based on event schedule consider postponing until next school year. Suggestion to do a sign up genius to understand RSVP count or cap count to ensure spacing (250 is comfortable). Potential two sessions to allow for additional RSVPs. Scholastic books as prizes was suggested by Megan to utilize Scholastic dollars as well as other prizes in the PTA closet.
- F. Snuggle Up & Read - March 6 6:00-8:00pm [Megan Postak & Ashley Guilmette] – See Principle notes for updates. Will be partnering up with the Art Show.
- G. Scholastic Book Fair - March 9-13 [Jill Bradisse] – Dates are confirmed. Meeting set-up with Scholastic representative in coming weeks.
- H. Disco Dance - April 11 6:00-7:30 [Caitlin McNulty] – Location will be at Kimpton. No updates at this stage.
- I. Assemblies? – No updates.
- J. Teacher Grants? [Megan Postak] – Ryane requested \$95 for math centers. Lisa O'Donnell motions to approve Emily Gentithes seconded the motion.

Questions/Suggestions from Members

Adjournment/Next Meeting

Meeting adjourned at 6:55pm. Heather Maddox made a motion to adjourn and Rob Alexander 2nded.