

Benjamin PTO Meeting Minutes

Monday – December 12th, 2022

5:30pm – Benjamin Elementary IMC Room

Or **Google Meet** - <https://meet.google.com/soz-qsum-enb?authuser=0&hs=122>

PTO Board Updates

- President – Candace Free
 - Opened meeting and covered areas that chairs were unable to attend
- Vice President – Rachel Duffield – unable to attend
- Secretary Report – Jen Kirkpatrick
 - Website updated with November agenda completed
 - Will send the November, December meeting minutes to be loaded as well
- Treasurer Report – Jordan Carpenter – unable to attend,
 - Create sub account for inclusive playground
 - Candace to be the backup for PTO account
- Principal Report – Mrs. Bozarth
 - Enjoyed snacks during half days – donates, sweet treats. Greatly appreciated! Have been able to enjoy multiple days.
 - Great gratitude for card stock and flip charts!! Huge relief for the supplies.
 - Appreciated the parent volunteers for Education Day! Excellent experience for the kids.
 - Monthly communication is the goal but will send out more frequently if needed.
- Teacher Report – Mrs. Flood and/or Mrs. Staver
 - Appreciation for flip charts and card stock, no other needs mentioned

Committee Reports

- Dine to Donate – Rhendy Bradshaw – unable to attend
 - \$240 raised so far
 - Next dine to donate <https://www.groupraise.com/events/231245>
 - That Burger Joint on December 15 5-9p
- Carnival – Rachel Duffield – unable to attend
 - Prefers April 14th but willing to support Vendor needs
 - Volunteer Coordinator – TBD – still open position
 - Co-Chair – Alicia will take on co-chair role
 - Social Media – Julie will take on social media
 - Games Co-Chair – Callie thinks she will have someone to help
 - Food Co-Chair – TBD – still open, not sure if a co-chair is needed
 - Sponsors – Erin will take on this role, and assist April with baskets
 - Carnival Theme – Committee would like to use the Big Top theme this year
 - Next Meeting is January 5th 7:15pm at Casper's Brewing
- Unraiser – Julie Heinold – unable to attend

- Question on moving to February in 2023
- Fun Run – Jen Kirkpatrick
 - Will research additional marketing ideas
- Hospitality - Callie Olivares / Holly Carpenter – unable to attend
 - Half day January 31st Tuesday
 - Half day March 6th Monday
 - Half day April 7th Friday
 - Half day May 3rd Wednesday
- Room Parent Coordinator & Volunteer Coordinator – April Steigerwald – unable to attend
 - Sending reminders for parties
 - Office will have check-in tables and background lists for school party dates
 - Room party parents should send an email to Annette Winsler with the additional parent volunteers for each party attendance. This allows for background checks to be verified and/or expedited if needed with the Unit 5 office.
 - Suggestion for the 6 volunteers who are going to attend to be on the sign-up genius as well for coordination AND ability to send this to the office
 - Feedback from ability to attend the parties:
 - Spots are filling up too fast with repeat attendees.
 - Suggestion - If you've volunteered as an attendee, you cannot attend future events, unless spots are unfilled within a week of the event??
 - Consider volunteering for snacks, games, craft if you plan to attend
 - Need the google form filled out for all the donations and how you're going to spend it.
 - Carnival basket funds need to be collected via a separate donation request
- Spirit Wear – Kelly Smoak
 - January is the next spirit wear order
 - Dry fit options will be available and some repeat items from previous order options
 - Needing graphics for orders; will send examples for vendor to provide options
- Supply Kits – Marla Call – unable to attend
- School Directory & Bear-ly Used Spirit Wear– Julie Heinold - unable to attend
 - Need update – basket is empty now; need spreadsheet to Mrs. Bozarth
 - School Directory needs updated with new students
- Grounds Committee – Mark Fetzer – unable to attend
 - Remove the tall bush/grass by playground – on hold with the Inclusive playground plans
- Old Business
 - Flip Charts – 42 Charts – delivered last week
 - PE Items – purchased and a portion of the order has been delivered
 - Trail Signs for School Grounds being closed during school hours – need to research order options
 - Bike Racks – solicit donations – Contact Jordan for previous expense costs
 - Culligan Water – is this still a request?

- New Business
 - Review the outside shade structure
 - Inclusive and Playground refresh (Mrs. Scott) and Basketball hoops restorations – Mrs Bozarth to get Unit 5 Maintenance/Ground contact
 - Review Parent volunteer and party attendance
- Motion to adjourn – Jen and Candace

Please watch the [PTO Facebook Page for 2022-2023 School Year](#) or reach out to benjaminelementarypto@gmail.com for questions!

PTO Board, Committee and Parent Meetings:

- January 23: cancelled google meeting
 - Hosting via Email meeting notes
 - PTO Committee Chairs and Board to send updates by January 17th!
- February 13: <https://meet.google.com/rbh-nxoh-uih?authuser=0&hs=122>
- March 13: <https://meet.google.com/upr-avpf-bnq?authuser=0&hs=122>
- April 10: <https://meet.google.com/bjc-gcgj-zgz?authuser=0&hs=122>
- May 8: <https://meet.google.com/qgx-hizz-fcd?authuser=0&hs=122>