

Royalview Elementary PTA  
Meeting Minutes - November 3, 2016

**OPENING** (Laura Kramer):

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The meeting was called to order at 6:36P.M.

**President's Comments** (Laura Kramer):

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- The PTA Request forms have been updated to include a few different options to indicate if other options have been exhausted (i.e. District, Board of Education, etc.) prior to requesting assistance from PTA. Forms are on PTA bulletin board and emailed.
- The PTA sponsored party/event snacks (i.e. popcorn, Halloween party, etc.) that are distributed to classrooms, sometimes have wrong counts, therefore extra are always given to the main office in case anyone was shorted or needs an extra.

**APPROVAL OF MINUTES:**

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October's meeting minutes were approved by: Sherry & Joyce.

**TREASURER'S REPORT** (Kristi Petrecca):

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- October Checking balance \$43,999.73 (the majority of this amount is due to deposits coming in from the Fun Run fundraiser. October Savings Balance 44,514.50. Grand total for October: \$88, 464.50

**VICE PRESIDENT'S REPORT** (Amanda Mitchell & Carol Bard):

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- Thank You notes were received from faculty prize raffle during Fun Run: Mrs. Reutter, 3<sup>rd</sup> Grade, Lucy Picciano, Miss Zappola.

**LCC DELEGATE REPORT** (Angela Buemi):

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- It was thought that the Oct meeting was candidate night for the Mentor School Board; however notifications were received the day prior indicating it was for County Treasurer Candidates and a listing of candidates was sent out. Angela was unable to attend and did not have enough of advanced notice to be able to request someone else to attend in her place.
- The next meeting is Nov 10<sup>th</sup>. Angela will not be able to attend this meeting. If anyone else can attend, contact Angela.

**SCHOOL BOARD REPORT** (Coletta Hirsch):

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- Nothing to report.

**PRINCIPALS REPORT** (Ms. Cantwell and Mr. Bender):

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- Schedule change for the 3<sup>rd</sup> Grade Music Program due to Willowick Middle School having an Internet Safety Meeting for Middle School, High School and 5<sup>th</sup> grade parents across the district on the same night. The initial date was Dec 14<sup>th</sup> and is changed to Dec 7<sup>th</sup>. The website has been updated with the date change and reminders are being sent home to parents tomorrow. The new date will be posted on the PTA website and Facebook.
- 2<sup>nd</sup> Grade Cogat testing will be next week for 3 days. Results will be available in January.
- 3<sup>rd</sup> Grade ELA AIR testing starts in 2 weeks.
- Mock election through Social Studies weekly was conducted throughout the entire building. There were very interesting comments from the students regarding the candidates. This mock was done throughout the state and nation with over 600,000 students participating. The students also learned what was necessary to be president as well as learning how voting is conducted. The overall votes were: School-wide – Hillary; Statewide – Donald; Nationwide - Hillary
- PBIS Reward was done last week. 5 kids from each grade level were able to paint pumpkins and they were displayed.
- ALICE Training drill was conducted on October 17<sup>th</sup> and went well.
- This was a very busy month with Fun Run, Vision/Hearing screening, mobile dentists.
- Report cards were printed and sent home for the 1<sup>st</sup> quarter. Communication was sent to parents in letter form and email regarding future report cards not being printed, however they will be available on PowerSchool app in the Parent Portal.
  - Information has been sent to the parents regarding this change via email from the school messenger (not district messenger) and it is in the newsletter and posted online. This will be posted on the PTA website and Facebook page.
  - The PDF directions for Parent Portal have an error. Mr. Bender will look into obtaining a corrected version of directions.
  - Also there are no longer regular emails being sent out from the school, it will all be done via the school messenger. If parents aren't getting emails from Ms. Cantwell, you are not set up with the appropriate school messenger. There have also been instances in which parents have been suddenly blocked from receiving the emails. If parents are having troubles, please contact school office.
  - Parents previously signed envelopes indicating that they received the report cards. There are ways for the teachers to monitor if parents login to the PowerSchool/Parent Portal; however some teachers may not be aware of this and can refer to Mrs. Carnett to instructions as she has done this in the past. It is not clear what the district expectation will be going forward with regards to be sure that the parents are seeing the report cards.
  - If parents do not understand the Parent Portal / PowerSchool or do not have access, please contact the office or visit the WE website for further information to get signed up.
    - Parents who did not submit their annual school fees have not been given student report cards. It is not known what the district will do going forward as to the possibilities of locking parents out of the portal.
- For the Teacher Development Day on Nov 8<sup>th</sup>, the teachers will be working on unpacking the common core standards for deeper understand and more rigorous instructions.
- The rotary club came and distributed dictionaries to all 3<sup>rd</sup> grade students in the school, district and have expanded this to the entire 3<sup>rd</sup> grade in Lake County.
  - The traditional 5<sup>th</sup> Grade Feast will occur soon.
  - Parents who did not submit their fees do not receive the student report cards.

**TEACHER REP REPORTS** (Kg, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>):

- KG: Working on seasons and doing fall activities and making observations outside using magnifying glasses. Learning about thanksgiving and doing projects. Looking into adding a new field trip this year; at the Science Center due to having projects and activities. Learning "ownership" as part of the PBIS program. Will use graphing activities with the voting next week.
- 1<sup>st</sup>: Mrs. Zappola saved the writing from the students regarding who and why they were voting for and will share this with the parents after voting is complete. 2 of 3 conference nights are complete. Looking to get a magician to come and do an activity linked with the music program to incorporate parents. Academically everyone is moving from addition and subtraction and going into higher numbers. Reading program is reviewing animals and the habitats in which they live. The field trip is usually done at end of the school year; in the past it has been at the Skating Rink and last year was at the Fine Arts and this is probable for this year.
- 2<sup>nd</sup>: Completing running records. Will start Cogat testing for 3 days which will be about 30-45 minutes each. The teachers will inform the teachers on which days these will be done. Additional information is available on the testing score requirements. Students need to have a scoring of 128 or higher on the Cogat and need to be gifted in either reading or math in order to qualify for SOI. Later in the year another test will be applied with a range of 120-127, in which the students will be retested to see if they qualify. Next week Mrs. Bolus does a recycling science program with the students (1x/month). Have an interactive packet being used for elections to work on reading skills and social studies to help them understand the election and what the requirements are.
- 4<sup>th</sup>: Working on elections projects the last few weeks. The PTA were thanked for the Halloween party as the students love it. The students absolutely loved the Fun Run and the activities. Scheduled field trip to the little red school houses in February. Some classes did a book report in which they made pumpkins from them and are in the library for parents to see. The PTA was thanked for approving the Making Memories program which is currently being scheduled (Sweet Treats with Someone Special).
- Special Ed: This is a very diverse group. Students are participating in their grade level activities. 3 of the MH classes had a Halloween dance party and the students enjoyed it. They follow the other grade levels in what they are doing.
- Music: 4<sup>th</sup> grade show was about being positive and went very well last week. The 3<sup>rd</sup> grade show is coming up, changed date of Dec 7<sup>th</sup> instead of 14<sup>th</sup>. A letter is going home with the parents tomorrow regarding the change. The students are doing the annual school-wide art contest for the Music K8 Magazine. A winner will be chosen from each classroom and the pictures are sent to the magazine. The magazine receives about 20,000 entries and 2/4 years Royalview has had a name in the magazine in top 500.
- 5<sup>th</sup>: The 5<sup>th</sup> grade students are the ones who compete to make a cover for the year book, and these entries are due tomorrow. Each class will vote and there will be a school-wide winner for the cover of the year books. DARE classes are doing great and will be complete at the end of the month. High School students will come in to help show a good example to the students, then the DARE graduation will occur. 2 field trips have been completed (Lolly the Trolley and the Orchestra). 2 additional fieldtrips are forthcoming (Art Museum, & Pool Party). 5<sup>th</sup> Grade Feast is coming up in which the students write what they are thankful for and research the history of the 1<sup>st</sup> Thanksgiving. The PTA has been asked to donate money towards the purchase of the turkey's. Teachers went to a Math meeting and were trained about some new math projects. Working on tribe reports in science. The Student Council sells grams during the conferences.
- Student Council: The Student Council members have a list of responsibilities that they do in the classrooms (clean up the room without asking, etc.). They are doing a fundraiser with the candy grams for Heart for Hammers. They give raffle tickets in December to win a toy that grade levels donate and proceeds go to the Lake County Humane Society. They will sell sucker grams on Valentine's Day with proceeds going to the Veterans program. If anyone has any new suggestions on a Veteran association for these proceeds to go to please let Mrs. Rayl know. The students who are on the council will sign a pledge that will be sent home to the parents. This is for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades which 2 reps from each class.

#### **CHAIRPERSON'S REPORT'S**

- MEMBERSHIP (Joyce Keough): Membership is at 329. Laura will work on the teacher signs this week.
- SPIRIT WEAR (Laura Kramer): No updates currently.
- ROADRUNNER FUN RUN (Kristen Morbeto): This was an exceptionally successful fundraiser with a total PTA profit so far of \$23,619.92. There is still approximately \$2,7000 outstanding to collect. A letter was sent home to every student with any outstanding balance. The teachers will receive a listing of the students with outstanding balances. The PTA Board will meet with the Fun Run representatives next week to discuss options for next year and as well as discussing the feedback from the teacher surveys. The majority of feedback was extremely positive, with only minimal feedback indicating that there were some changes that could be made to make it more streamlined. Themes are changed each year to help keep it interesting.
  - There were discussions in changing the months in which the fundraiser was done and the PTA decided that October is too late to do this, and requested earlier in September.
  - With fundraisers, the companies generally take at least 50% of the proceeds (i.e. candy bars was a 40% profit: cost of \$1 the PTA got \$0.40 and the company got \$0.60, the KidStuff books had a 50% profit: book cost \$25 with the PTA profit of \$12.50 and the company receiving \$12.50, etc.). The PTA profit generally starts at 40% profit with most fundraisers and is receiving a 59% profit through this fundraiser. The company has many prizes levels and reports and other logistics that are extremely difficult to duplicate. They also offer facebook videos and automatic emails, credit card payments, etc. With all fundraisers services have to be paid for in some way, which is why the company takes a portion for the proceeds.
  - This fundraiser replaced the Walk-a-Thon fundraiser done in previous years. This fundraiser raised approximately \$7,500 the first year and between \$3,500 - \$4,000 in consecutive years.
- KIDSTUFF COUPON BOOK SALE (Kristen Morbeto): This book sale was done last year by sending a book home with every student, and parents returning money for the purchased books or returning the books. Due to this fundraiser being so near to the

Boosterthon and so much emphasis on the Fun Run, it was decided not to send the books home as it may make parents feel pressured into another fundraiser. The coupon books are viewed as a "service" instead of a "fundraiser"; however it is not believed that many parents see any difference. This brochure was sent home and order forms must be returned by Nov 15<sup>th</sup>. This fundraiser was pre-scheduled from last year and felt it was best to keep it for the families who would like the option to purchase the books.

- **HOLIDAY EXTRAVAGANZA** (Sally Suponic, Cathy Naro, Tracy Latini): The Craft Fair is Dec 2<sup>nd</sup> from 4p-8p. Santa will be on site for pictures for students. There are more vendors than last year; however there is room for 1-2 additional tables. If anyone knows any potential vendors, please contact Sally. Volunteer letters went home this week for teachers to send home with students. Volunteers are needed to set up and clean up from 12:30 p.m. until 9:00 p.m. The National Junior Honors Society has students assist each year with this to shop with the children for family members.
  - Each vendor donates a gift to place into a Chinese Raffle. Students receive a ticket for each item they purchase, which goes towards the Chinese Raffle.
  - The storage bins with all the supplies need to be pulled down from behind the gym and brought down. Letters will go to the families at the end of November so they know about this event.
  - The Royal Council will have a bake sale and smencils will be sold. Smencil money goes towards cleaning the pond (\$600).

#### **WAYS & MEANS**

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- **POPCORN** (Amanda Mitchell): Oct: \$98.58 same day sales and a total of 550 bags popped. Extra supplies were ordered due to such a high popping amount last month with a total of \$88.90 spent. Next month only a bag of popcorn will be needed to purchase. There was still a profit of \$9.60 with the extra supplies purchased. Nov 18<sup>th</sup> is the next Popcorn Day.
- **SCHOOLa** (Laura Kramer): Up to \$162.91. This is an online consignment program in which all proceeds come back to the Royalview PTA. Go to [schoola.com](http://schoola.com) for more information and to request postage paid bags to send in your gently used items.
- **MARCO'S PIZZA NIGHT - SEPTEMBER** (Laura Kramer): 279 orders for October which were box nights and had a total of \$1,029.01 PTA profit. The Pizza Party winners were Mrs. Reutter and Mrs. Trincia. The next Pizza Night is Nov 22<sup>nd</sup> and 23<sup>rd</sup>.
- **FUNDRAISING UPDATE** (Laura Kramer): YTD \$24,838.51 which includes FunRun, school calendar poster, Schoola and Marco's Nights. Waiting for a few checks (Kohl's volunteers) come in to assist with Music set up and sorted the treats for Halloween parties.

#### **OLD BUSINESS**

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- **MAKING MEMORIES GRADE LEVEL GRANT** (Laura Kramer): The 4<sup>th</sup> Grade is approved. An email was sent so they are aware.

#### **UPCOMING EVENTS:**

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- **ELECTION DAY BAKE SALE** (Kim Kolenc): Volunteer flyers were distributed to the teachers and will be sent home with students this week. These volunteer forms are needed by Monday. The bake sale is on Nov 8 6:00 a.m. until 4:00 p.m. or until the baked good are depleted. This is a service, not a fundraiser for the community. Donations are needed as well and can be dropped off at the school office until 3:00 p.m. on Monday and at Manry on Tuesday up until 12:00 noon.
- **SKATING PARTY** (Amanda Mitchell): Nov 16<sup>th</sup>. This is a big skating party. Cost is \$2 for admissions and \$4 for skates. 5:00 p.m. – 8:30 p.m. \$1 of the admission goes back to the PTA. This is a service not a fundraiser. There is \$300 in the budget to purchase raffle gifts for the skating party for all students who attend. The skating rink personnel come to the school the day of the party to pass out stickers as reminders.
- **5<sup>th</sup> Grade Turkey Feast** (Mindy): The PTA did vote to donate \$150 towards the purchase of the turkeys for the feast.
- **Food Drive** (Amanda): Amanda is a Family Liaison who does individual/group classroom lessons and social skills. Each grade school does some type of food drive and this year it was "Souper Students" so they are collecting any soups, spaghetti's, chilli, etc. All proceeds go to the WECP (Willoughby-Eastlake Classified Personnel) Food Pantry which many families do not know about. This classifies union workers (i.e. class aids, ITD, staff other than the teachers) are members of this group. The liaisons get the food out to the students and families within the district. Last year they provide assistance to more than 100 families. They give gas cards, hygiene needs and food to families in need (i.e. if a parent lost a job and need a little bit of help). The items are stored at Edison Elementary. This food drive will be done during the Holiday Extravaganza. This is different from the End 68 hour of Hunger group which donates food back to our students every Friday to help get food through the weekend.

#### **ANNOUNCEMENTS:**

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- Angela Buemi is in the process of working with Crystal to take over the Book Fair Fundraiser.
- No School: Nov 8 (Election Day/Teacher Development Day)
- No School: Nov 24<sup>th</sup>-28 (Thanksgiving Break)
- Next PTA Meeting: Dec 1 at 6:30 p.m.
- Meeting Raffle Drawing Winner: Giant Eagle Gift Card to Mrs. Rayl

Respectfully Submitted By:  
Leslie Lynch (Recording Seretary)

#### **FIND US!!!!**

Website: <http://www.royalviewpta.org/>

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