

Richland Elementary School FOR Club

Meeting Minutes for January 13, 2012

Opening: The regular meeting of the Richland Elementary FOR Club was called to order on Friday, January 13, 2012, in the Professional Development Room by Cyndi Etnyre, President, at 9:15 AM.

Executive Board Attendance: Cyndi Etnyre, Alison Gallego, Cat Okamura, and Pam Taylor

Parent and Staff Attendance: Sign In Sheet (separate)

A. Funded Programs/Teacher Requests/New Business

a. Grade Level Fundraisers – Renee Harper

- i. Administration informed FOR Club Board that all grade level fundraisers must be monitored/sponsored by The FOR Club and any fundraising activities on campus must be covered under FOR Club Liability Insurance and a FOR Club Board Member must be present at all times**
 - 1. Suggestion to appoint a FOR Club Treasurer for each grade level to handle all grade level fundraisers**
 - 2. Suggestion to have booths at the Spring Dance sponsored by each grade to raise money for their field trips this year**
 - 3. Parent request to send “Opt-Out” forms for grade level fundraisers. – Alison Gallego volunteered to type flyer**
- ii. 5th Grade will attend a field trip to Knott’s Berry Farm**
 - 1. To offset cost of field trip they will sell Valentine’s Grams for \$2/gram at recess the week of January 23rd**
 - 2. Must have a FOR Club Board Member to handle money each day**
 - a. Alison Gallego volunteered to collect all money and transport to the safe each day after recess**

b. Broadcast Program – Gary Nash

- i. Request for funding to start-up a broadcast program called “Richland Student News” (RSN) which would air either weekly or monthly based on need, scheduling, volunteers, etc.**
- ii. RSN would be a student-run program (with adult supervision – suggestion to also have MHHS students volunteer), where the students write, film, and present news stories to inspire, motivate, and inform our school about upcoming events, school rules, Friday Flag Salute on rainy days, etc.**
- iii. Initially the Richland GATE students would start the process and 4-5 students in grades 4 and 5 would rotate into the program per show. There will be no fee for the students to participate.**
- iv. Total start-up cost is \$2,444 which includes software (\$449), 1 camcorder (\$475), 2 microphones (\$120), 1 mini-server (\$1,200), and misc. costs (\$200)**
- v. Suggestion to copy a DVD of all stories at the end of each year, and sell them to students for \$5/DVD to off-set cost**
- vi. San Elijo Elementary currently has a broadcast program run by Dean Faulkner, and we watched a short presentation**

- vii. Gary Nash to prepare a one-page proposal, and submit it to The FOR Club as soon as possible
- B. Fundraiser/Ongoing Program Updates
 - a. Entertainment Book/Sally Foster Gift Wrap
 - i. This company recently laid-off 75% of their staff
 - ii. Concerns about next year's fundraisers may cause The FOR Club to look for other options
 - iii. They will cover our Cookie Dough Sale this Spring, and we will determine whether or not they are capable of handling next year's fundraisers
 - b. Box Tops – Mid-February
 - i. Highest-earning class per grade level will receive a Rock 'n Roll Recess (popsicles might be included depending upon cost)
 - ii. Rhiannon Martin to coordinate volunteers for Box Top Counting Party at the end of February
 - c. Coin Drive
 - i. We raised approximately \$850
 - ii. Gift Cards to local stores were purchased and donated to five needy families at Richland plus Lynda McDonell's family donated grocery store gift cards to each family as well
 - d. Used Book Sale
 - i. Although many great books were donated, the book sale was unsuccessful – we earned around \$400
 - ii. Suggestion to hold it at a different time of year next time
 - iii. All unsold books were donated to local libraries
 - e. Ink Cartridges
 - i. Office Staff brought-up their concern that the ink cartridges are piling-up in the office, and no one is taking them to the recycling center, so they just throw them in the trash each year
 - 1. Jennifer Blacklock volunteered to take the cartridges to Staples (11 cartridges at a time), and set-up a FOR Club business account, to earn store credit that will be used to purchase supplies each year
 - 2. More volunteers will be needed to assist since only 11 cartridges can be turned in at a time
 - f. Yearbooks
 - i. Coral Griffith ordered 350 soft-cover books this year
 - ii. Yearbooks will sell at \$20/book
 - g. Spring Dance – March 22, 2012
 - i. Cat Okamura confirmed the date with Spring Dance Chairperson, Deanna Gallegos, and is awaiting email confirmation from Office Staff
 - h. Fine Arts Fair – May 24, 2012
 - i. Committee Chairpersons – Cheryl Parker and Faith Bird
 - 1. Teacher Representative – Lori Barrios
 - 2. Parent Volunteer – MaryAnn Del Fiorentino
 - 3. NEED – 2 additional volunteers
 - ii. Student art projects will be posted up throughout the school, and grade level musical performances will take place periodically throughout the event

- iii. Faith Bird obtained a \$1,700 grant to fund the event/art program
 - iv. Looking for restaurants to set-up food booths – Chick-Fil-A will donate
- C. Student Store – Mustang Trading Post
- i. Looking for volunteers to take over the Student Store before Cat Okamura leaves at the end of the year so that she can introduce them to vendors and train them on how the store runs
 - ii. Next year the store does not need to be as big as it is now, it could be a small cart that is set-up in the cafeteria or on the blacktop
 - iii. Cat Okamura to type a flyer in the next couple of weeks to request volunteers
 - iv. This year to date the store has profited approximately \$2,700
- D. Executive Board Discussion/Vote
- a. Approval of Minutes – November 2011 – Cyndi Etnyre motioned to approve, Cat Okamura, seconded.

Adjournment: Cyndi Etnyre, President, adjourned this meeting at 10:15 AM. The next regular FOR Club meeting is scheduled for Friday, February 10, 2012, immediately following Friday Flag Salute.

Minutes submitted by:

Alison Gallego, Secretary 2011-2012

Approved by:

