

RICHMOND PTOBC

RICHMOND SCHOOL PARENT TEACHER ORGANIZATION AND BOOSTER CLUB



PTOBC Meeting Agenda

October 29, 2025 at 6:00pm

- Introductions/Announcements
 - Amy M, Amy S, Rachel L, Mrs. Rohde, Cassandra G. present in person
 - Kelly W. present via phone
- Administrator's Report
 - Culver's silent auction with 2 kids went very well.
 - Positive feedback from fun run/color run. Good balance between excitement and school.
- Treasurer Report
 - Need \$10k for uniforms in summer of 2027 or 2028
 - Plan to update glass cabinet by bell tower through Booster Club – date TBD
- Treasurer Report
 - '25-26 Actual to Budget YTD Committee Report
- New Proposals
 - Girls Scout and Boy Scout Peace Garden Proposal
 - Funds requested \$1,000
 - See proposal
 - **Comments:**
 - Reach out to more boy and girl scouts. Request tools donated or top soil donated.
 - Request receipts and reimburse up to a certain amount.
 - Possibly \$250 – will vote in January meeting.
 - Ongoing Open Gym
 - PTOBC Officer: Rotating officers
 - Parent Chair: Sheila Schneider – to work with Jeanne or Brynn to coordinate the
 - Discussion points: \$5/child
 - **Needing a staff member to open and close school**
 - Parents Doug and Nick want to help
 - Use Sign up genius to limit kids to a maximum number
 - Considered Saturday from 2-4 or 3-5 pm
 - No custodial staff on Saturdays
 - Kendra Scott
 - Advertise to Richmond families, portion of sales donated back to school
 - No PTOBC staff needed on day of sale.
 - Amy S. started this process after the meeting.
 - Skateland (Waukesha)
 - We think 50% of sales from a certain night is donated back to the school
 - Spirit Wear is out – this current round will be school led, then PTOBC can take over
 - Plan for Fall and/or spring fundraiser
 - Possible plan to have some sizes available in the office as samples
 - Rachel L. can run this.
 - Gaga Ball Pit
 - Waiting for a quote
 - Reach out to turf company who turfed playground and gaga ball pit

- List of Upcoming Events

- Culver's Nights
 - PTOBC Officer: Amy M
 - Dates: 4/13/26 (Monday) – approved by school and Culvers
- ~~Sweetheart Dance~~
 - PTOBC Officer: Kelly W (New date and brand 26-27 year)
 - Parent Chair: Lindsay Hackbart
 - Date: Early spring/late winter
 - For 26-27 year the plan would be to do a sock hop or glow party
 - Supplies from years past are in the supply closet for glow party
- 5th/6th grade lock in
 - PTOBC Officer: Kelly W
 - Parent Chair: 5th and 6th grade room parents
 - Date: 5/1/26 6:30 – 8:30 pm
 - Open gym type model – with Costco pizza?
 - Facilities request form COMPLETED
- BINGO
 - PTOBC Officer: Amy M – Requires a new officer
 - Date: 1/30/26 At 6:30 – 8 pm. Cafeteria is booked until 6 pm by Y Care
 - Facilities request form filled out.
 - No charge – print large QR code for donations
- Bowling Fundraiser
 - PTOBC Officer: Brittany K
 - Parent Chairs: Amanda Young and Kayla Ruggles
 - Date: 1/18/26
 - Suggestion from office on baskets – not enough of room for hiding the valuables
 - Suggestions to request baskets be delivered to Kelly's house or to the bowling alley morning of 1/18/26
 - 8th grade volunteers could use baking time for volunteer time.
- Cash Calendar – tabled because admissions and concessions for Basketball tournament will be enough
 - PTOBC Officer: Amy S
 - Date: TBD – potential to hold off until 26-27 school year
- Staff In-service and conferences (provide food)
 - PTOBC Officer: Brittany K
 - Dates:
 - 1/19: Breakfast for 40 people at 8 am
 - 1/28: Dinner for 25 people 5 pm
 - 2/19: Dinner for 25 people at 5 pm
- 8th Grade graduation
 - PTOBC Officer: Kelly W
 - Parent Chairs: 7th grade room parents
- Teacher Classroom Funds
 - PTOBC Officer: Stacey S
- Basketball Tournament
 - PTOBC Officer: Amy S
 - Will reach out for 8th grade volunteers
 - 13 teams, which is up from 4 teams last year
 - Dates: 3/2 – 3/6 or 3/7

- List of Completed Events

- 4K and 5k Ice Cream Social
 - PTOBC Officer: Amy S
 - Comments: Doing combined 4k and 5k was great!!!
 - Teachers request to do combined ice cream social from now on

- Lemonade popsicles and Icee's were very popular
- Fun Run
 - PTOBC Officer: Stacey S
 - Parent Chair: Jenn Nagy
 - **Comments:** \$11,500 (approx) – last year was \$15,908
 - There were less families that donated. Of the families that did donate - their donations were up slightly. There were more families this year that chose to donate nothing than we have had in the past.
 - There were more kids that earned Culver's limo ride than last year.
 - The kids loved the new inflatables this year. The kids are paying attention - they noticed they were new right away
 - There have been other ideas for the large fundraiser - all feedback and new options for next year should be on the table. If we are changing the concept dramatically, we should inform families very early - so many parents/families do attend the fun run - early communication would help manage expectations if the event is planned to be replaced with something else.
 - Idea to survey families and ask for ideas to change the Fun Run to a new and exciting fundraiser.
 - Ideas in our meeting included a field day idea with stations, silly string type of event?
- Golf Outing
 - PTOBC Officer: Brittany K
 - Parent Chair: Doug Meinholz
 - **Comments:** \$3,971.75 – last year was \$9,384.25
 - Attendance was down from previous years, but understandable with the change in event management and late communication
 - Plan to communicate with families earlier and more frequently next year
- Culver's Nights
 - PTOBC Officer: Amy M – Requires a new officer
 - Dates: 9/15/25 -
 - **Comments:** \$1,004.18 – last year was \$419.41
- EPI School Supplies
 - PTOBC Officer: Amy M, Amy S as back up
 - Revenue: \$880.44
 - Date: Feb – Aug
 - **Comments:** Students names on lockers/cubbies earlier would help. Or all supplies be placed inside classrooms – We need to pick one to be consistent.
 - Labeled items during strong start.
 - Need a few more volunteers next year
 - Find out when earliest that EPI can send it out.
 - Send out positive feedback in the advertisement
- Open House/Silent Auction
 - PTOBC Officer: Stacey S
 - Date: 8/27 3-6 pm
 - PTO Table volunteers: Stacey S, Kayla V, Amy M
 - **Comments:** \$3,658 – last year \$3,897
 - Silent auction was flat to last year - even without the firetruck which is always the #1 item. The Lisbon fire department moved into Hartford last year and a firetruck ride home is no longer available.
 - Would be nice to have more items to bid on.
 - The really popular items' prices go high
 - Can teachers duplicate their special items? Teachers should not be paying for their supplies for these – they should be reimbursed by PTOBC
 - Reach out to Brynn R. for more parking spots and front row seats at concerts
- Staff In-service and conferences (provide food)
 - PTOBC Officer: Brittany K
 - Dates:
 - 8/27: Lunch for 55 people at noon
 - 9/26: Breakfast for 40 people at 8 am

- 10/21: Dinner for 40 people at 5 pm
 - **Comments:** Costs are up from last year
 - Feedback from staff was great. They were blown away by the breakfast.
- Board Positions
 - Secretary position to transition Jan 2026
- Discuss any access or logistical issues
 - Website – Go Daddy
 - Email - Messenger
 - Canva
 - Text Group
 - Sign Up Genius -
 - Facebook Site – Amy S, Amy M, and Kayla V all have access
 - Instagram Site – deleted for now
 - Gmail
 - Google Drive
 - 32 Auctions
- Upcoming Meeting
 - Next planned meeting is 1/21/26 6-8 pm