

RICHMOND PTOBC

RICHMOND SCHOOL PARENT TEACHER ORGANIZATION AND BOOSTER CLUB



PTOBC Meeting Agenda

January 21, 2026 at 6:00pm

- Introductions/Announcements
 - present in person: Jenn, Brynn, Kayla Guests: Ali, Paula, and Rachel
 - present via phone: Amy
- Administrator's Report
 - Request from administration: Furniture estimate- \$6,000 for science tables and chairs
 - Jenn made motion to cover cost. Kayla second. All in favor (Amy and Stacey virtually). Motion passed.
- Treasurer Report
 - Follow up from October:
 - Need \$10k for basketball uniforms in summer of 2027 or 2028
 - Plan to update glass cabinet by bell tower through Booster Club – date TBD
 - Update: Amy believes we'll have enough funds for this year
- October Meeting Follow-Up
 - Girls Scout and Boy Scout Peace Garden Proposal- were there any emails following meeting?
 - 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 at later date
 - **Kayla will follow up with troop leader on concrete plans.**
 - Ongoing Open Gym- **Pause for 25-26 school year**
 - 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, can be in person or online
 - No PTOBC staff needed on day of sale.
 - Amy S. started this process after the meeting.
 - **Kayla will email Kendra Scott- possibly in May around Mother's Day**
 - Skateland (Waukesha) - **perhaps for 26-27 school year?**
 - We think 50% of sales from a certain night is donated back to the school
 - Must be on Tuesday or Thursday. They set a price for skating and rentals.
 - 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. Will Kayla work with Rachel to setup?
 - KM Sports
 - Rachel will circle back to see if we can keep open the store on our website for families
 - Wondering if we could have a physical spirit wear store?
 - Begin an up-charge as a fundraiser- \$5 from each item
 - Teacher appreciation idea: enter code to get discount on their spirit wear
- Gaga Ball Pit
 - Waiting for a quote
 - Reach out to turf company who turfed playground and gaga ball pit
 - Budget for 26-27?
 - Hold item for 2026-2027 school year

- New agenda items

- Planning for next year- board members and committees for large fundraisers
 - What's the best way to reach families and continue to ask for help
 - At beginning of year, ask volunteer interest, create email group for that event
 - Also reach out prior to each event
 - Sign up Genius for each event
 - Open positions for 2026-2027 school year
 - President (shadow for year)
 - Vice President
 - Treasurer
 - Booster Club (willing to have someone shadow for year)
- Main contact needed for teacher appreciation week- Jenn
 - Could we have a teacher appreciation committee within PTO?
 - Brynn would be willing to be a staff representative
- Feeder School Dances next year and rotate between schools
 - Middle school
 - Lake Country School
 - April 24th, 2025
 - Kayla will share more information
- Facebook Group Chat with other PTO groups
 - Arrowhead feeder schools
 - Possibly reach out see if they would help support at basketball tournament?
- Monthly or bi-monthly meetings; quarterly doesn't feel like enough
 - Let's plan for bi-monthly meetings
 - Talk with board- would like to get most board members present
- Ongoing messenger issues
 - Wondering if it's an issue with school vs home internet/ computers?
 - Believe it's fixed for now
- Communications feedback
 - Kayla is doing great!
- 8th grade graduation shirts
 - Inquiring if we can cover the shirt and \$200 toward breakfast
- Families seem to enjoy fundraisers where we eat at restaurants. Possible monthly local restaurants: Culvers, Chipotle, Millstone?, Sweet Dreams?, others??
 - At culvers- ask for volunteers from other organizations at the school
 - Jenn will ask around different restaurants on what the kick back is and staff/volunteer requirements
- Ideas for other fundraisers from Brynn:
 - BoosterThon Color Run
 - Raise Craze
- Amy- Basketball tournament coming up
 - Looking for adult volunteers and 8th grade volunteers
 - Monday March 2nd- Saturday March 7th- 20 games
 - Sign up genius
 - 4-9pm each night
- Raise Right Fundraiser

- Consider adding as collaboration with teacher appreciation
 - Teachers indicate which stores they prefer- parents order how much they're comfortable with
 - Ali
 - Book Fair
 - Can we bring this back—during parent teacher conference?
 - Fun Run
 - Proposed move to electronic payments/ tracking
 - Feedback:
 - Would be helpful if we added more information about the event on flyer to be shared with relatives/ friends when asking for donations
 - Consider adding additional obstacles so it's not as backed up?
- List of Upcoming Events
 - Culver's Nights
 - PTOBC Officer: Amy M- Jenn N will take over
 - Dates: 4/13/26 (Monday) – approved by school and Culvers
 - Something to consider: Monthly night out. By comparison, Merton makes about \$600 a month
 - 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: Jenn N
 - **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
 - 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
 - **New:** Do we need to continue to find 8th grade room parent? Who will reach out? Action plan needed until we have person in place.
 - Teacher Classroom Funds
 - PTOBC Officer: Stacey S
 - Basketball Tournament
 - PTOBC Officer: Amy S
 - Will reach out for 8th grade volunteers- are more volunteers needed?
 - 13 teams, which is up from 4 teams last year
 - Dates: 3/2 – 3/6 or 3/7
- Items to be discussed at next meeting
 - EPI School Supplies- need new officer and/or parent replacement
 - Open House/ Silent Auction- need new officer
 - Bowling Fundraiser- need new parent representatives

- Discuss any access or logistical issues
 - Website – Go Daddy
 - Email - Messenger
 - Canva
 - Text Group
 - Sign Up Genius -
 - Facebook Site – Amy S and Kayla V all have access
 - Instagram Site – deleted for now
 - Gmail
 - Google Drive
 - 32 Auctions

- Upcoming Meeting
 - Next planned meeting is April 15th 6-8pm