



PTA Meeting

PTA Meeting in Nashua Library

6 p.m. May 14

Nashua Library

pta.nashua@gmail.com

nashuapta.my-pta.org

facebook.com/NashuaElementaryPTA

twitter.com/nashuapta

Meetings are open to all Nashua parents, staff and community members!

- ★ Add PTA meetings to your calendar using [our Facebook page](#) or [our website](#) (no general meetings in Dec, Jun, Jul, Aug).
- ★ In lieu of a school board report at our PTA meetings, please view school board meeting agendas and minutes at [BoardDocs](#).
- ★ Have an item to add to the agenda? Email website.nashua@gmail.com.

- ★ Call to Order
- ★ Staff Presentation -
- ★ Principal's Update - Principal Minnich

Nashua PTA 23-24

Business Members: [Cake and Champagne Event Planning](#), [Call It Magic Productions](#), [Fileen's Colossal Cookies](#), [Falcon Logistics LLC](#), [Gonzalez Painting LLC](#), [Infinity Dance KC](#), [Joëlle's Baked With Love](#), [Johnathen Smith of RE/MAX REVOLUTION](#), [KC Blooms Plant Boutique](#), [Locst](#), [Spectrum Weather and Specialty Insurance, Inc.](#)

Business Sponsors:

Officer / Chair	Contact Information	Committee Updates
President bit.ly/NashuaPTAmtg bit.ly/NashuaHours	22-24: Danelle Bohan pta.nashua@gmail.com	★ 2023-24 PTA Meetings: ★ Sept. 12 ★ Oct. 10 ★ Nov. 14 ★ Jan. 16 ★ Feb. 13 ★ March 12 ★ April 16 ★ May 14
Vice President	22-24: Rachelle Walker vp.nashua@gmail.com	Vice President:
Secretary bit.ly/NashuaPTAmtg	23-25: Megan Micek, fundraiser.nashua@gmail.com 24-26: Sarah Anislag	★ Any corrections to the previous minutes? Read them at bit.ly/NashuaPTAmtg . ★ Attendance Picture
Treasurer bit.ly/NashuaTreasurer	23-25 Lindsay Bradshaw treasurer.nashua@gmail.com	★ Treasurer's report ★ Teacher Supply Funds - Reimbursement Requests Due: ★ Everything submitted to the treasurer must have this form attached

		<ul style="list-style-type: none">★ Example Big Ticket Motion:★ Requester presents item and cost★ President--"Is there any discussion?"★ Member--"I motion that we spend up to \$[<i>add a cushion to the estimate</i>] on [<i>what are we buying?</i>] from the Big Ticket Budget."★ 2nd Member--"I second the motion"★ President--calls for a vote★ Note: NO new big ticket requests allowed at May meeting
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<p>Back to School Night bit.ly/NashuaBTSN</p>	<p>23-24: OPEN</p>	<p>Back to School Night: In July and early August</p> <ul style="list-style-type: none"> ★ Meet with Mrs. Chamberlin to coordinate and to determine the location of the PTA table (usually need 1 cafeteria table) ★ Make name tags - nametags help people identify us – there is a template on the PTA Board page on the website with the PTA logo and a star – volunteers can write their names on them ★ Revise the Order Form – see PTA Board page on the website for editable copy ★ Make a new copy of the SignUpGenius for PTA table volunteers - invite PTA officers/chairs to sign up online ★ Use a change request form to request change from the treasurer at least one week before Back to School Night (\$400 total, \$120 of 20s, \$70 of 10s, \$100 of 5s, \$100 of 1s, \$10 of quarters) ★ Finish the Order Form and get 250 copies made at the school - see the PTA handbook for how to make copies ★ Make cafe and hallway posters ★ Make table signs that tell parents that membership cards and receipts will be coming home later <p>At Back to School Night</p> <ul style="list-style-type: none"> ★ Hallways: hang up posters, bring masking tape (ask Principal Chamberlin and Kelly if you can come in early to do this) ★ Checkout table: calculators (we have 4 in the PTA cabinet), cash boxes (2 in the PTA cabinet), pens (jars in the PTA cabinet) order forms, table signs, name tags - treasurer should bring the \$ requested above
<p>Book Fair bit.ly/HelpNashua bit.ly/NashuaHours bit.ly/NashuaPTAcal</p>	<p>23-24: Sarah Anislag, saraha521@gmail.com</p>	
<p>Bulletin Board</p>	<p>23-24: Nicole Gonzalez gonzalez.knicole@gmail.com</p>	<ul style="list-style-type: none"> ★ Updates PTA bulletin board (in hall across from main office) monthly
<p>Fall/Winter Family Events bit.ly/NashuaPTAcal</p>	<p>23-24 Winter Event: Amy Wazac, wazaca@platteco.k12.mo.us</p>	<ul style="list-style-type: none"> ★ 23-24 Event: ★ 23-24 Event
<p>Family Fun Night bit.ly/NashuaFFN bit.ly/NashuaClassVolunteers</p>	<p>23-24: OPEN</p>	<ul style="list-style-type: none"> ★ 23-24 Family Fun Night: ★ 5:30-7:30 p.m. Friday, May 10

<p>bit.ly/NashuaFFNHours bit.ly/NashuaPTAcal</p>		<ul style="list-style-type: none"> ★ Raffles: Gets donations, handles ticket sales, handles drawings, and gets change from treasurer one week before event ★ Arranges food truck(s) ★ Hires DJ ★ Contacts Nashua Baptist Church in April for permission to park in their lot that night ★ Requests use of the gym from Adventure Club in April if needed ★ Trophy, Voting and Party: sets up ballot boxes, gets voting tickets and hand stamp, coordinates voting at the event, counts tickets, announces class winner, coordinates trophy and party with teacher (trophy is passed from class to class each year) ★ Takes some pictures that night for Facebook ★ Recruits Parent Game Reps and Teen Volunteers on SignUpGenius ★ Maps activities – where are tables needed, who needs an outlet, a wall, etc. – for rain and for shine - sends maps to Website Chair for posting on FFN website page ★ Coordinates with Louise on tables (table request must be submitted by March 1st), extension cords and trash cans ★ Makes teen volunteer sign in poster with copy of map (so teens know where to go, so we know who has shown up)
<p>Field Day Snacks bit.ly/NashuaParties</p>	<p>Spring 24: Renee Alfrey</p>	<p>★ Spring 2024 Field Day: May 17</p>
<p>Fundraising bit.ly/NashuaFund bit.ly/NashuaPTAcal</p>	<p>Fall 2023: Sarah Anislag, saraha521@gmail.com fundraiser.nashua@gmail.com</p>	<p>★ 2023-24 Fundraiser:</p>
<p>Kindergarten Roundup</p>	<p>Spring 24: Renee Alfrey, renee.alfrey@nkcschools.org</p>	<p>★ Spring 24 KR: 5:30-7 p.m. April 4</p>
<p>Labels bit.ly/SupportNashua bit.ly/HelpNashua bit.ly/NashuaPTAcal</p>	<p>23-24: Amanda Timmermeyer labels.nashua@gmail.com</p>	<ul style="list-style-type: none"> ★ 23-24 Turn Them in Tuesday Label Days: ★ Sept. 12 – Dress In Your Favorite Sports Team ★ Oct. 17 - Wear Your Sunglasses ★ Nov. 14 (tentative) Dress Like a Super Hero ★ Dec. 12 – Wear Your Favorite Hat ★ Jan. 9 – Pajama Day ★ Feb. 13 – Dress In The Color By Grade <ul style="list-style-type: none"> ○ K – Blue ○ 1st – Orange ○ 2nd – Yellow ○ 3rd – Green ○ 4th – Red ○ 5th – Black ★ March 12 – Wear Your Workout Gear

		<ul style="list-style-type: none"> ★ April 16 – Wild West Day Western Gear NO WEAPONS ★ May 14 - Dress Like the 80's Day ★ Apps: <ul style="list-style-type: none"> btfe.com How to use the Box Tops App: https://youtu.be/qWuXDKejVEg caseys.com/schools
Membership bit.ly/NashuaMembership bit.ly/NashuaBizMembers	23-24: Amanda Timmermeyer, phillipamanda2007@yahoo.com	★ Memberships available! Individual for \$10. Business for \$20; includes recognition on web and e-mail.
Mercury Gym Nights bit.ly/NashuaPTAcal	23-24: OPEN	<ul style="list-style-type: none"> ★ 2023-24 Gym Nights: Mercury Gym Nights: <ul style="list-style-type: none"> ★ sets up PTA nights at Mercury Gymnastics (in the spring for the following year) ★ advertising: updates flier and submits it for approval/printing in the school office (Mercury doesn't provide fliers) and posts about gym nights on Facebook ★ collects income and submits it to the treasurer (either attend the night or schedule a pick up time with the gym after the event) ★ Nashua and the school we host with must get 75 students total to earn money; we are paid \$1 per Nashua student
Reflections https://mopta.org/reflections	23-24: OPEN	<p>Reflections:</p> <ul style="list-style-type: none"> ★ Visit https://mopta.org/reflections to learn more.
Restaurant Nights bit.ly/NashuaPTAcal	23-24: Amy Wazac, wazaca@platteco.k12.mo.us	<ul style="list-style-type: none"> ★ 2023-24 Restaurant Nights: Nov. 1 Papa John's Feb. 22 Papa John's April 25 ★
Room Party Food or Craft/Game bit.ly/NashuaParties bit.ly/NashuaClassVolunteers	23-24: Nicole Gonzalez gonzalez.knicole@gmail.com	<ul style="list-style-type: none"> ★ 2023-24 Fall Party & Parade: Oct. 31 ★ 2023-24 Spring Party: Feb. 15
Room Party Games	23-24: Nicole Gonzalez gonzalez.knicole@gmail.com	
5th Grade Event	23-24: OPEN	<p>5th Grade Event:</p> <ul style="list-style-type: none"> ★ organizes the 5th Grade event (all of the 5th grade classes have a combined party in the gym during the spring parties) ★ Event changes this Year
Spirit Wear bit.ly/NashuaPTAcal	23-24: Lindsay Bradshaw lkrantz0612@gmail.com	
Staff Appreciation bit.ly/HelpNashua	23-24: Nicole Gonzalez gonzalez.knicole@gmail.com	<ul style="list-style-type: none"> ★ 2023-24: Parent Teacher Conference – Oct. 3-5 ★ 2023-24: Teacher/Staff Appreciation Week- May 6-10
Sunshine	23-24: Amy Wazac	
Tree Maintenance	23-24: Girl Scout Troop 2123 - Danelle Bohan	

Website nashuapta.my-pta.org Contact Us	23-24: Jennifer Walleman, website.nashua@gmail.com	★
Social Media facebook.com/NashuaElementaryPTA twitter.com/nashuapta	23-24: Jennifer Walleman, website.nashua@gmail.com	★ Are there any new thank you notes to the PTA to post on Facebook? ★ Are there any New Business Members (joined PTA) or Business Sponsors (donated to PTA) to post on Facebook?
News bit.ly/NashuaPTAnews	23-24: Jennifer Walleman, website.nashua@gmail.com	★
SignUpGenius signupgenius.com	23-24: Danelle Bohan	
Receipts/Notices	23-24: Amanda Timmermeyer	
Yearbook bit.ly/NashuaYearbook bit.ly/NashuaClassVolunteers	23-24: Meg Micek fundraiser.nashua@gmail.com	★ Last Day to Upload Pictures: TBD ★ Last Day to Order Yearbooks: April 20
★ Other New Business Adjourn		

Nashua PTA Job Descriptions

President:

- ★ Presides at all PTA meetings (3rd Tuesday, Sep - May, excluding Dec + Back to School Planning in Aug + Audit in July)
- ★ Sets dates for PTA meetings with school
- ★ Coordinates work of officers and committees
- ★ Makes sure we keep records, including minutes and bylaws

Vice President:

- ★ Attends all PTA meetings (3rd Tuesday, Sep - May, excluding Dec + Back to School Planning in Aug + Audit in July)
- ★ Presides at PTA meetings when the President is not available
- ★ Assists the President and job shadows
- ★ Runs for President (i.e., run and serve as Vice President for 2 years, then run and serve as President for 2 years - so there is always someone ready to step into the President role and no one gets stuck in these roles for more than 4 years total)
- ★ Manages Sign-Up Genius
- ★ Software: SignUpGenius website/app
- ★ Updates the e-mail list on the PTA's SignUpGenius account once each fall (using data from the school directory)
- ★ Prints, distributes and picks up these sign ups at Back to School Night. Then updates the online sign ups and manages them online.
 - Kindergarten Lunch Helpers Sign Up (first three days of school)
 - Classroom Parent (Room Parties, Photographers, Family Fun Night Game Reps) Sign Up
- ★ Helps other chairs with SignUpGenius if needed

Secretary:

- ★ Attends all PTA meetings
- ★ Takes notes at all PTA general meetings (3rd Tuesdays, 6 PM, Nashua Library; no general meeting in Dec, Jun, Jul, Aug)
- ★ Types up meeting minutes, posts them to the website, posts notices to Facebook ([examples of our minutes](#))

Treasurer:

- ★ Attends all PTA meetings
- ★ Handles banking activities, maintains records and updates [MoneyMinder](#)
- ★ Provides annual financial report to local and state PTA
- ★ Provides documents, including monthly financial reports, for annual audit
- ★ Ensures that bank statements are reviewed and signed by a second party (insurance requirement)
- ★ Submits tax forms
- ★ Provides frequent reminders to parents and staff that all that all items must be accompanied by the [PTA form](#) and that 2 copies of invoices are required (treasurer to review and update [PTA form](#) as necessary each year)

Back to School Night:

In July and early August

- ★ Meet with Mrs. Chamberlin to coordinate and to determine the location of the PTA table (usually need 1 cafeteria table)
- ★ Make name tags - nametags help people identify us – there is a template on the PTA Board page on the website with the PTA logo and a star – volunteers can write their names on them
- ★ Revise the Order Form – see PTA Board page on the website for editable copy
- ★ Make a new copy of the SignUpGenius for PTA table volunteers - invite PTA officers/chairs to sign up online
- ★ Use a [change request form](#) to request change from the treasurer at least one week before Back to School Night (\$400 total, \$120 of 20s, \$70 of 10s, \$100 of 5s, \$100 of 1s, \$10 of quarters)
- ★ Finish the Order Form and get 250 copies made at the school - see the PTA handbook for how to make copies
- ★ Make cafe and hallway posters
- ★ Make table signs that tell parents that membership cards and receipts will be coming home later

At Back to School Night

- ★ Hallways: hang up posters, bring masking tape (ask Principal Chamberlin and Kelly if you can come in early to do this)
- ★ Checkout table: calculators (we have 4 in the PTA cabinet), cash boxes (2 in the PTA cabinet), pens (jars in the PTA cabinet) order forms, table signs, name tags - treasurer should bring the \$ requested above

Book Fair:

- ★ Sets fall and spring book fair dates with Scholastic (to coordinate with fall conferences and spring reading week)
- ★ Verifies dates with principal
- ★ Attends online or live Scholastic Workshop
- ★ Orders Scholastic preview packs for teachers
- ★ Plans any additional activities to promote sales (Grand Event, etc.)

- ★ Coordinates volunteers who work the fair (SignUpGenius)
- ★ Creates fliers to send home with Scholastic fliers to inform students/parents of events and times
- ★ Provides Scholastic posters to Nashua office to place around school
- ★ Sets up online fair and website
- ★ Use a [change request form](#) to request change from the treasurer at least one week before Book Fair
- ★ Closes out fair/completes financial form; we take \$500 cash for PTA and the rest as Scholastic Dollars for the library
- ★ Provides 2 copies of invoice and checks/cash to treasurer with addressed/stamped envelope
- ★ Informs librarian of the Scholastic Dollar amount available to spend on books, author Skype, etc.

Bulletin Board:

- ★ Updates PTA bulletin board (in hall across from main office) monthly

Fall/Winter Family Events:

- ★ Organizes free/nearly free family events at Nashua, one in the fall and one in the winter
- ★ Develops idea, gets approval from Mrs. Chamberlin and the PTA, sets dates with the school, manages any contracts (i.e., DJ)
- ★ Coordinates volunteers that are required to run the event

Family Fun Night:

- ★ Sets date with school (typically last Friday in April)
- ★ Raffles: Gets donations, handles ticket sales, handles drawings, and gets change from treasurer one week before event
- ★ Arranges food truck(s)
- ★ Hires DJ
- ★ Contacts Nashua Baptist Church in April for permission to park in their lot that night
- ★ Requests use of the gym from Adventure Club in April if needed
- ★ Trophy, Voting and Party: sets up ballot boxes, gets voting tickets and hand stamp, coordinates voting at the event, counts tickets, announces class winner, coordinates trophy and party with teacher (trophy is passed from class to class each year)
- ★ Takes some pictures that night for Facebook
- ★ Recruits Parent Game Reps and Teen Volunteers on SignUpGenius
- ★ Maps activities – where are tables needed, who needs an outlet, a wall, etc. – for rain and for shine - sends maps to Website Chair for posting on FFN website page
- ★ Coordinates with Louise on tables (table request must be submitted by March 1st), extension cords and trash cans
- ★ Makes teen volunteer sign in poster with copy of map (so teens know where to go, so we know who has shown up)

Field Day Snacks:

- ★ coordinates with Mr. Alfrey on date of field day and amount of snacks/drinks required
- ★ usually need water for volunteers; popsicles, juice pouches and a snack item for the kids
- ★ requests donations from local stores (Sun Fresh, Hy Vee, etc.); purchases remaining items - use PTA tax exempt letter for purchases
- ★ Field Day is in May; since stores tend to run through their donation budgets if you don't ask early enough, March is a good time to get started with donation requests

Fundraising:

- ★ makes contact with fundraising company, sets dates, collects orders and money, distributes products and prizes

Kindergarten Roundup:

Early in the year

- ★ check the Kindergarten Roundup goodie inventory in the PTA closet; if we are running low, you must get big ticket budget approval at a PTA meeting before buying anything (there is no budget line for Roundup - we don't need new items every year)

In February

- ★ update the Welcome to Nashua handout (handout is on PTA Board page of website)
- ★ update the What Does the PTA Do display board and cafe door signs if needed (display board and door signs are in the PTA closet)
- ★ get the updated Labels handout and Labels display board from the Labels chair

In March

- ★ Get copies of both handouts (Welcome and Labels) - confirm with Kelly how many copies are needed, see the PTA handbook for how to make copies at the school, give extra copies to Kelly after Roundup is over (for families who couldn't attend)
- ★ The PTA President usually speaks to the parents in the gym and invites them to stop by the cafeteria - remind the President to confirm this with the Kindergarten teachers
- ★ Email Liz and Louise to let them know that PTA will be using a table in the cafe during Roundup
- ★ Find one or two volunteers (in addition to the Roundup Chair and the President) to hand out fliers and goodies at Roundup
- ★ Volunteers need to arrive about 15 minutes before Roundup to set up the cafe table (you can work on it during the parent meeting in the gym, so you don't need to be there super early)

Labels:

- ★ coordinates Labels Days and fliers
- ★ coordinates volunteers to collect, prepare and submit labels (Volunteer from Home sign up)

<ul style="list-style-type: none"> ★ coordinates with Treasurer to make sure checks are received ★ also collects ink cartridges from school; mails them to the Office Depot/Office Max Recycling Rules school ink cartridge recycling program; uses earned gift cards to purchase PTA copy paper ★ updates the labels handout and display board for Kindergarten Roundup
<p>Membership:</p> <ul style="list-style-type: none"> ★ tracks which members have received membership cards (treasurer will send you a master list of who has joined) ★ fills out membership cards; cards are distributed to teachers' mailboxes to be sent home with students ★ fills out MO PTA form each month we sell memberships (usually August and September) so that we can pay our dues to the state PTA ★ promotes PTA membership
<p>Mercury Gym Nights:</p> <ul style="list-style-type: none"> ★ sets up PTA nights at Mercury Gymnastics (in the spring for the following year) ★ advertising: updates flier and submits it for approval/printing in the school office (Mercury doesn't provide fliers) and posts about gym nights on Facebook ★ collects income and submits it to the treasurer (either attend the night or schedule a pick up time with the gym after the event) ★ Nashua and the school we host with must get 75 students total to earn money; we are paid \$1 per Nashua student
<p>Reflections:</p> <ul style="list-style-type: none"> ★ Visit https://mopta.org/reflections to learn more.
<p>Restaurant Nights:</p> <ul style="list-style-type: none"> ★ sets up schedules with restaurant managers in spring for the next school year ★ distributes schedule for inclusion in school / PTA announcements and the PTA events flier ★ posts reminders on the Nashua PTA's Facebook page
<p>Room Party Food:</p> <ul style="list-style-type: none"> ★ purchases party snacks, ensures items are picked up and stored before party day, and sorts and delivers items to the classrooms prior to party time
<p>Room Party Games:</p> <ul style="list-style-type: none"> ★ sorts and delivers game boxes to the classrooms prior to party time, collects and stores game boxes after the party, uses room party fees to purchase game pieces that need to be replaced before the next party
<p>5th Grade Sock Hop:</p> <ul style="list-style-type: none"> ★ organizes the 5th Grade Sock Hop (all of the 5th grade classes have a combined party in the gym during the spring parties)
<p>Spirit Wear:</p> <ul style="list-style-type: none"> ★ negotiates with local t-shirt shops ★ send outs order forms, processes orders, delivers spirit wear
<p>Staff Appreciation:</p> <ul style="list-style-type: none"> ★ provides acknowledgement for Teacher Appreciation Week, Principal Day, Nurse's Day, staff birthdays, etc. ★ coordinates Feed the Teachers events during Fall Conferences and Staff Appreciation Week in the spring ★ sends out Sign Up Genius signups about 2 weeks before each food event - make sure to require phone #s on the sign ups ★ Committee Members help with setup and cleanup of teacher meals at parent teacher conferences (Oct) and during Staff Appreciation Week (May)
<p>Sunshine:</p> <ul style="list-style-type: none"> ★ Provides sympathy and congratulations gifts from the PTA to all Staff Members ★ These guidelines and the associated budget line item allow the PTA to provide consistent and timely gifts. This committee was authorized on September 16, 2014. See meeting minutes. ★ Limited to these events: birth or adoption of a child, wedding, death in the immediate family, retirement, principal leaving the school, long term illness (added at March 13, 2018 meeting) ★ (staff birthdays are covered by staff appreciation) ★ (gifts will be given for these events throughout the school year and during the summer) ★ Each gift is limited to \$40. PTA budgets for 3 gifts per year. We can vote for additional big ticket funds at any general meeting if additional gifts are needed during the year. ★ The committee chair will choose the gifts.
<p>Tree Maintenance:</p> <ul style="list-style-type: none"> ★ mulches the small trees near the blacktop that were donated by the PTA ★ request mulch donations - budget is \$0 (Full Features and Missouri Organic have donated in the past) ★ need someone with a truck to deliver mulch to the school
<p>Website:</p> <ul style="list-style-type: none"> ★ Software: Website Editor (easy to use, html not required) and Google Docs ★ E-mails school's student directory once each fall

- ★ Updates the e-mail list on the website once each fall (using data from the school directory)
- ★ Maintains the Website and the Contact Us document
- ★ Sends email reminders from the website about upcoming events (usually two days before each event)

Social Media:

- ★ Software: Facebook and Twitter websites/apps
- ★ Makes other officers/chairs Facebook editors so they can post about their own events on our page (clears old officers/chairs off the admin list)
- ★ Maintains our Facebook calendar
- ★ Posts thank you notes to the PTA on Facebook
- ★ Posts Business Members and Business Sponsors on Facebook
- ★ Maintain Nashua PTA Twitter account
- ★ Helps other chairs with Facebook posts if needed

News:

- ★ Software: your e-mail account
- ★ Collects items from other officers/chairs for the monthly school newsletter by the 3rd Friday of the previous month
- ★ Puts monthly items into a single email, has it approved by the President and then sends it to Mrs. Chamberlin and the website chair

SignUpGenius:

- ★ Software: SignUpGenius website/app
- ★ Updates the e-mail list on the PTA's SignUpGenius account once each fall (using data from the school directory)
- ★ Prints, distributes and picks up these sign ups at Back to School Night. Then updates the online sign ups and manages them online.
 - Kindergarten Lunch Helpers Sign Up (first three days of school)
 - Classroom Parent (Room Parties, Photographers, Family Fun Night Game Reps) Sign Up
- ★ Helps other chairs with SignUpGenius if needed

Receipts/Notices:

- ★ Software: Mail Merge in Microsoft Word/Excel
- ★ Using the treasurer's spreadsheet and mail merge, generates receipts/notices for room party/field day fees, yearbooks and memberships 3 times per year (Oct, Jan, Apr)

Yearbook:

- ★ signs contract with yearbook company
- ★ coordinates classroom photographers
- ★ collects 5th grade cover art submissions and organizes voting at a spring PTA meeting
- ★ creates yearbook pages using yearbook company's website
- ★ distributes yearbooks to classroom teachers at the end of the school year