

Raymond School PTO Meeting Minutes

6/1/23 @ 2:45 p.m.

The PTO board strives to conduct meetings within a 60-90-minute timeframe. We ask that comments be concise and direct to keep our time together focused and on track. Thank you!

Meeting Called to Order -- 2:50 p.m.

Welcome -- Megan Rios (President)

Secretary Report – Niki O'Brien (Secretary)

May Meeting Minutes were approved on 5/30/23 and posted to the school website.

Treasurer Report -- Kelly DePra (Treasurer)

Current Checking Balance: \$14,815.30

Playground Savings: \$20,413.80*

CD: \$0.00

Playground Funds Update:

*Playground funds of \$26,394.17 were transferred into a CD, to earn 4.35% (4.45%APY) interest over 15 months. Accrued interest will be deposited into the PTO general checking fund when the CD term matures. CD was closed on 5/30/23 in order to withdraw funding for benches outside of the school (\$5,984.37). Accrued interest (\$13.66) was moved into the PTO checking account on 5/31/23. The current board has decided to leave the remaining balance in a Playground savings account. Future board members can decide if the savings will be placed back into a CD.

End of Year Playground Recap: When creating the Playground savings account, \$15,000 was moved into the playground fund on good faith. There is no documentation or record of this amount being designated to playground funds. We found documentation to account for the remaining \$11,394.17 linking it to Playground fundraising.

2022-2023 TrueUp Account:

Connect with Patti to finalize the 22-23 TrueUp Account. Verify school records to PTO fund requests. Finalize and have payment completed by June 6th.

2023-2024 Anticipated Budget Expenses:

The current PTO board is leaving enough money in the PTO checking account to cover the following expenses:

- \$200 accountant for 2022/2023 tax filing (fall 2023). Our fiscal year ends June 30th.
- \$800 insurance renewal (February 2024)
- \$??? fulfill Wave Game bus fund request (waiting on an amount)
- Remaining amount is intended for the new board to utilize on fundraising opportunities.

Budget

- 2022-2023 Budget - \$32,455
- Adjustments to 22/23 Budget:
 - HERO Day & Field Day - Did not occur this year. These funds were used towards an all school assembly on March 17th, 2023.
 - Summer School (End of) - No funding available this year.
- Budget/Expense/Income Review:
 - Expecting partial refund for defective build-a-panthers.
 - Any and all predetermined budget expenses need to be finalized by June 13, 2023.
 - Current PTO board intends to have access to all accounts turned over to the new board by June 15, 2023.

Old Business --

Benches:

- Board purchased 4 new portable benches on May 8th from Kay Park Recreation. Total cost \$5,984.37. Benches are portable and can be used on the school grounds, playground, outdoor ceremonies, class activities, events, etc. Funds for the benches will come from the playground account.

Farmer's Market Update:

- Farmer's Market was scheduled to be held twice a month this year, on 6/14, 6/28, 7/12, 7/26, 8/9, 8/23, 9/6, and 9/20. Without having an interested chair to immediately move forward with the planning, the decision was made to cancel the Farmer's Market this year. Vendors who had already paid, were sent back their checks and all food trucks were canceled. The Farmer's Market Email account will be turned over to new board members.

Build-a-Panther Workshop:

- Class workshops were held on Monday 5/22 and Wednesday 5/24. The entire student body received a panther. Kits were left with the teachers of any absent students.

Fall Fest Update:

- Change of chairs will be needed in order to move forward with this event. The Racine County fairgrounds are reserved for Saturday, October 7th. A deposit check in the amount of \$995 (includes security deposit), along with a signed contract has been submitted. If the new board decides to not move forward with Fall Fest this coming 2023/2024 school year, Louise the Secretary at the fairgrounds should be contacted for return of deposit.

Holiday Shop:

- Contract signed with FUN Events in Oak Creek for holding a December Holiday Shop (Dates are chosen later). Contact there is Erin and/or Paula. PTO gets discounts/deals on Fall Fest items for also holding a Holiday Shop.

School Supply Kits:

- Edukit Rep. Allison was notified that the current Superintendent did not want to proceed with school supply kits this coming 2023/2024 school year.

New Business --

Spirit Wear:

- Total inventory cost value on hand is \$5,602. This is NOT the retail value.

PTO Board - Swear in New Officers:

Interested candidates submitted a letter of interest and bio prior to meeting via the PTO email. At this time, these are the only candidates to be considered for the open positions. The entire board nominates the following candidates for the following positions...

President - Heidi Foss

Vice President - Liz Kristiansen

Treasurer - Melissa Leeder

Secretary - Abby Tajnai

The board will now vote on each candidate individually.

President - Heidi Foss, YES = 7, NO = 0

Vice President - Liz Kristiansen, YES = 7, NO = 0

Treasurer - Melissa Leeder, YES = 7, NO = 0

Secretary - Abby Tajnai, YES = 7, NO = 0

- All candidates have been voted in and elected to the respective positions. Board transition process will start today and should be complete by June 15th, 2023.
- Q & A

The current PTO board appreciates all the support and we are very thankful for all the volunteers who have made this year a success. Serving our school community is something we are all passionate about. It has been a pleasure serving the staff and students this past year. We hope that our dedication has provided great memories.

Change of chairs will be needed in order to move forward with these events/fundraisers...

- Current Chairs

Events-

Farmers Market - OPEN

Trunk or Treat - Abbie Ramon

Class parties/incentives - OPEN

Valentine's Carnival - OPEN

Teacher Appreciation - Abby Tajnai

Spirit Wear - Abbie Ramon

Glow Party/Dance - OPEN

Operational-

Open House - OPEN

Volunteers - OPEN

Retirement/memorials - Mr. Peterson

Coffee bar/lounge - Abby Tajnai

Marketing/social media - OPEN

Spring Craft Fair - OPEN

Fundraising-

School Kits - OPEN

Colectivo Coffee - Heather Innes-Smits

Dine out fundraising - Betsy Bauer

Snowball Challenge - OPEN

(New) "Booster" Merch - OPEN

Concession stand - (There is interest in a Booster Club starting up and taking concessions over. New board can discuss the possibility of turning over concessions.)

Mother's Day Fundraiser - OPEN

Holiday Shop - OPEN

Carnival of Lights - OPEN

Milkman Game - Heather Innes-Smits

- **New Fundraiser/Event Suggestions**

Family nights - Jenny Waldron Indoor Movie Night (next school year)

Father/Daughter Dance - Jenny Waldron (next school year)

Mother/Son Kickball - Jenny Waldron (next school year)

Cash Calendar - OPEN

Date Night w/babysitting - OPEN

2nd Large Fundraising Event? Sports Tournament

Parents Night Out / Bags Tournament / Wine Vineyard -OPEN

Administrative Report -- Mr. Jeff Peterson

Summer school will be starting and Mr.Peterson offered to meet with the new board at any time over the summer.

Fund Requests -- None at this time.

Adjourn Meeting -- 4:38 p.m.

Attendance: Megan Rios, Ahnna Thornton, Kelly DaPra, Niki O'Brien, Sue Goodrich, Tammy Fritsch, Jolynn Swan, Jeff Peterson, Heidi Foss, Liz Kristiansen, Melissa Leeder, Abby Tajnai

Please note that all PTO inquiries outside of this meeting should be emailed to PTO@raymond.k12.wi.us. Thank you!