

## Raymond School PTO Meeting Minutes

10/10/23 @ 4:30 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** – 4:32pm

**Welcome** -- Abby Tajnai(President)

**Secretary Report** –Jen Fabian (Secretary)

September Meeting Minutes were approved on September 22, 2023, but have not been posted to the school site. School page is updated to reflect the new PTO board, but we will resend meeting minutes to Nikki to be posted.

**Treasurer Report** -- Melissa Leeder (Treasurer)

Current Checking Balance (ending September 30, 2023): \$7,997.08

Playground Savings: \$20,422.98

CD: \$0.00

School year fundraising to goal to date: \$25,000:\$2,265 (cash)

- Spirit Wear/Popsicle Sale: \$425 (cash) & \$490 via Cheddar Up
- Coffee Sales: \$20.00
- Family Movie night (including E-Vergent donation):
  - Income: \$795
  - Donations: \$350
    - Costco: \$100
    - E-Vergent: \$250
  - Expenses:
    - Pizza: \$180
    - Signs: \$39
    - Pine Acres: \$135
    - Costco: \$109
    - Sam's Club: (need expenses from Mrs. Waldron)
    - Amazon Decor: \$30
- Birthday Signs (including J&D donation): \$650
- Raising Raymond's Roof (including Educators donation): \$500
- Family Portraits:
  - Income: \$800 (Cheddar Up)
  - Expenses: \$400
    - Payment to Mrs. Born - \$400
  - Profit:\$400
- Panther Pumpkin Patch: \$63(Cheddar Up) & \$XX (cash/check)
- Trunk or Treat: \$250 donation from Adonis Waterproofing

Spirit Wear:

- We need to do a Spirit wear inventory count.

- The Booster Club has requested to take over selling Spirit wear but does not want to purchase the PTO's current spirit inventory. The PTO would like to sell remaining spirit wear at cost and when it is gone let the Booster club take it over. It has been requested that the Booster Club put a delay on their sales until the end of the calendar year to help with sales of remaining Spirit Wear.
- Previous minutes show that if a booster club was formed, they were to buy the popcorn machine (estimate \$200). Booster Club has purchased a new popcorn machine? Who has the property of the prior popcorn machine and/or is there a contract for them to purchase the popcorn machine per previous minutes?

## **2023 event**

### **September 22, 2023-Family Movie Night-Mrs Waldron**

- Key takeaways/lessons learned for Jan-5th graders that were by themselves were well-behaved. Suggestion to allow students with good grades and permission slip to attend with parent contact information. Must have dvd player and raffle license.

### **September 28, 2023-Raise Raymond Rural - For the Love of Flowers Farm**

- Key takeaways/lessons learned-do it early in September, video ahead of time promoting, more signage, mother/daughter night
- Do it again next year? Yes.

### **October 7, 2023-Raise Raymond Rural - Orchard at the Old Homestead**

- Key takeaways/ lessons learned-same week as last year, put it on the magnet of events.
- Do it again next year? Yes

### **October 8, 2023-Family Panther Portraits**

- Key takeaways/lessons learned-Natural setting available? Showcase what families are signing up for.
- Do we want to do Spring photos? Yes, ask Mrs. Born

### **October 20, 2023-Trunk or Treat-need chair**

- Chair: Melissa Kothe
- Sponsorship: \$250
- Abby-confirm Police
- Confirmed-Just Brew It (10% back)
- DJ vs Speaker Rental - Band Teacher? Sonja's contact?
- 11 trunk sign ups
- Contact more local businesses
- Need volunteers for traffic and garbage
- Mrs. Swan gave \$100 prize donation
- Costco \$100 donation?
- Hot dogs & buns donated

- Waldron-reminder for teachers to park on other side of parking lot day of
- Concessions & cheddar up set up

### **November 9, 2023-Raise Raymond's Roof**

- Student council-raising food for pantries - The Depot and Piggly Wiggly show interest in being involved
- Sponsorships-\$500 from ECU and \$500 more coming?
- Confirm fundraising amount \$7,600 for 76th street Separate Committee to be formed for further discussion
- Door wars
- Punch card for kids
- Get fire truck & news station

### **December-Craft fair**

- Need chair
- No Holiday gift shop? Need to respond to email by October 15th
- Contact Liz or Lacey for vendors

Motion for Melissa Kothe to chair Valentines Carnival on Feb 14, 2024. Motion second. (east side of gym)

### **Teams:**

#### **Fundraising-Secretary**

Colectivo vs Dunkn' Donuts (dunkin will only do 5%)  
 Dining out - Mr Peterson work with Jen on dates for Staff Days  
 Raise Raymond Rural - For the Love of Flowers-Sept 28th (25%)  
     Orchard at the Old Homestead-Oct 7 (25%)  
 Jacobsons - Next Year  
 Swans - trunk or treat donation  
 Borzyski Farm - no response  
 Seven Mile Fair - no response  
 Hansens Meats -  
 Two Creek Farms-  
 Jerry Smith - no response  
 Buffalo Bills - no response (still would like to do Tree  
 Farm or Waterford spirits of norway or parents night out?)

Carnival of lights - confirmed December 5th-do we have a flyer?

Retirement/memorials - TBD

Fall Decor for School - 4 rounds, 10-20 square,20-30 corn stalk bundles, 2 cases pumpkins - donated. Jen coordinate drop off and removal (Raise Raymond Rural and Thank a Farmer signs)

#### **Hospitality-VP**

Teacher coffee lounge-stocked for 1st week (sponsored by Target) stocked in October

Teachers request chips and salsa or sweet treats for? Nov before Thanksgiving  
Teacher appreciation week in May  
Coffee truck-once a month in mornings & early release days (when do we want to do it again with Just Brew It?) November 10th-morning after roof night  
Volunteering-sign up genius for all events-trunk or treat? 4

### **Community-President**

Color Run? American Cancer Society? Amy Helvick  
Birthday signs, graduation sign, back to school signs, marquee sign (7 orders YTD) How do we advertise this more? Decal size for teachers  
Classroom parent communication - all classrooms have parents, need to set up communication along with teacher get to know you survey completed; flyers/whats the best way to communicate to teachers? Parents provide contact information with sign up form  
Spirit wear & advertise-Fridays, kindergarten class won donuts September  
Bulletin board-update donations earned, flyers and PTO board picture-need to complete on 10.10.23  
Update sponsorships & events on website

### **Events-President/Teacher liaison Mrs. Waldron**

10 events (on magnet)  
September-Family movie night  
October-Family Panther Portraits; Trunk or Treat  
November-Raising Raymond's Roof (working with Mrs Goodrich & Student Council)  
December-Kids Holiday Craft Day (week)  
January-Family movie night  
February-Glow dance (6th-8th grade)  
March-Panther Pasta Party-child focused activities, kid's corner, bingo  
April-Father & Daughter dance (4K-5th grade)  
May-Mother & Son dance (4k-5th grade)  
Decor, entertainment, food/beverage, facilities, RSVP's)

- Booster club-popcorn machine & spirit wear?
- Article of by-laws to be discussed at next board meeting.
- Q & A

### **Administrative Report –**

**Fund Requests** – Rebecca Brockman \$3800 Camp Whitcomb-need formal request  
Motion to fund \$100/grad field trip bussing for 23-24 school year after 1st field trip is paid by district.

**Adjourn Meeting** -- 5:56pm

**Attendance:**

Abby Tajnai

Melissa Leeder

Jen Fabian

Andrea Thunhorst

Joanne Swan

Melissa Kothe

Jenny Waldron

Sue Goodrich

Cirila Martinez

Please note that all PTO inquiries outside of this meeting should be emailed to [PTO@raymond.k12.wi.us](mailto:PTO@raymond.k12.wi.us). Thank you!