

Raymond School PTO Meeting Minutes

8/22/23 @ 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 -- Liz Kristiansen (President)

Secretary Report –Abby Tajnai (Secretary)

June Meeting Minutes were approved on June 7, 2023 and posted to the school website.

Treasurer Report -- Melissa Leeder (Treasurer)

Current Checking Balance: \$5,372.57

Playground Savings: \$20,413.89

CD: \$0.00

2022-2023 TrueUp Account:

Kelly DePra connected with Patti to finalize the 22-23 TrueUp Account. Based on school records to PTO fund requests, \$5,990 was cleared on 6/16/23. List of Trup-Up Items Listed Below:

- Camp Witcomb Mason + bussing \$3,500 (not to exceed that amount)
- 3D Printers \$800 (2 printers/ not to exceed requested amount)
- 6th grade Urban Air trip buses \$280
- 8th grade Phantom Lake trip buses \$350
- 7th/8th Math Day trip buses \$500
- 4th grade Nature Center buses \$560
- 6th-8th Wave Game buses \$00 (did not occur)

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)
- Remaining amount is intended for the new board to utilize on fundraising opportunities.

- FY22/23 Budget/Expense/Income Review:
 - Received partial refund for defective build-a-panthers for \$225 and deposited on 7/13/23.
 - Any and all predetermined budget expenses need to be finalized by June 13, 2023.

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New board update

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Spirit Wear:

- Previous total inventory cost value on hand is \$5,602. This is NOT the retail value.
- August update-Sold \$350 (\$80 cash-to be deposited, rest through cheddar'd up) at kindergarten pizza on the playground and through facebook
- 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.
- Previous minutes show that if a booster club was formed, they were to buy the popcorn machine (estimate \$200).

Other updates:

- PTO created a website, RaymondPTO.org. We used GoDaddy for hosting and website templates. Org domain registration for 2 yrs \$33.34, Full Domain Protection \$19.98 = \$53.32. Website for 1 yr \$119.88
- \$50 Teacher breakfast (name cards)
- Magnets estimate \$345.85 (last year was \$335)
- PTO paid for a Zoom acct \$157.40
- Awaiting refund for Fall Fest \$995
- Awaiting refund from 22/23 True-up for \$266.09 from overpayment of bus expenses.

2023 events:

As a board, we have determined our mission, to Foster Community with parent involvement.

Due to costs and time constraints, Fall Fest was canceled. The new PTO will evaluate for 2024.

August 28th, 2023-Teacher breakfast

- Sponsored by Pina Cocina and Cantina-Jen to post on facebook & website
- Classroom parents alignment?
- Jen Fabian dropping off catering
- Motion to get teacher gift cards-\$50. Motion second and approved.

August 30th, 2023-Open House

- Popsicles donated by Union Grove Piggly Wiggly & mobile cart borrowed by Refuel-sign for event
- Abby will be picking up popsicles from Piggly Wiggly and bringing them to school. Where can they be stored at school? Concession area.
- Popsicles will be put in mobile cart from Refuel for Open House.
- Donations welcome for popsicles-need donation box

- Decorations by Liz
- Magnets ordered
- Need volunteers for table-sign up genius on website-post to facebook (Mrs Swan?)
- Spiritwear
- PTO paperwork-volunteers, donation slips
- Movie night flyer
- Website ready (birthday signs, names of events, chairs to teams, descriptive sentences of events)
- Update Raymond school website with new board & add PTO website
- Birthday sign information

Before first day of school

- Update PTO sign in hallway
- Teacher lounge stocked-VP

September 5, 2023-First day of school

- Welcome back Panthers sign? Too much congestion.
- Mobile cafe-ask Town Hall

September 22, 2023-Family Movie Night-Mrs Waldron

- Flyer for Open House
- Sponsorship coming-\$250

October 8, 2023-Family Panther Portraits

- Mrs. Born photographer
- \$50 for 15 minutes (\$25 profit to PTO)-time 8am-5pm (30 mins break)
- 2 backdrops-Erika Pfeffer-Nelson or Mrs. Born?

October 20, 2023-Trunk or Treat-need chair

November 9, 2023-Raise Raymond's Roof

- Student council-raising food for pantries
- Confirm fundraising amount \$10k plus \$1k for additional staff member; penny wars/classroom?

Teams:

Fundraising-Treasurer

Review of the Welcome New Member/Sponsorship Packet? Should we call it sponsorship or donations? Should the donation levels be raised/lowered?

Colectivo

Dining out

Carnival of lights

Retirement/memorials

Hospitality-VP

Teacher coffee lounge
Teacher appreciation week
Coffee truck-early release days
Volunteering-sign up genius for all events

Community-Secretary

Color Run? American Cancer Society?
Birthday signs, graduation sign, back to school signs, marquee sign
Classroom parent communication
Spirit wear-determine spirit days & advertise-Fridays
Bulletin board

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 \$5/person, concessions, student's vote on movie, 6pm start time, pizza? Bring your own chairs and blankets, dress for movie?
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)

PTO Board - Swear in New Officers:

Due to unforeseen circumstances and in accordance with the by-laws, the VP, Treasurer and Secretary voted the former President, Heidi Foss, to be removed from the PTO board due to lack of communication and follow through on responsibilities. Liz Kristiansen was appointed President July 6, 2023. On August 8, 2023 Liz Kristiansen sent in a letter and asked to be removed from the board.

We now have the President and Vice President positions open.

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 - Abby Tajnai (former secretary)
Vice President - Andrea Thunhorst
Treasurer - Melissa Leeder (remaining)
Secretary - Jen Fabian

The board will now vote on each candidate individually.

President - Abby Tajnai
Vice President - Andrea Thunhorst
Secretary - Jen Fabian

Voting results:

Abby Tajnai nominated for VP
Votes: 13 to 0
Liz Kristiansen resigned from the board.
Abby Tajnai now President.
Andrea Thunhorst nominated for VP
Votes: 13 to 0
Jen Fabian nominated for Secretary
Votes: 13 to 0

- All candidates have been voted in and elected to the respective positions. Transition with a bank account needs to be complete by September 5, 2023.
- Given the recent changes and unclear protocol, we would like to review the by-laws about vacancies and teacher liaison for officer position and retirees to be active board members. Motion to make Mrs. Waldron teacher liaison in the interim, motion seconded and approved. Article of by-laws to be discussed at next board meeting.
- Q & A

Administrative Report -- Mr. Jeff Peterson
Anything about birthdays on marquee, not yet.
Set to open School Sept 5th
Open house registration coming-Skyward, enter through door 13.

Fund Requests – Production costs-talent show this year and spring concerts \$3300/yr, \$1500 requested for the fall
Motion to not exceed \$1500 determined if fundraising for Raising Raymond's Roof.
Motion approved.

Adjourn Meeting -- 6:02pm

Attendance:
Andrea Thunhorst
Jen Fabian
Jenny Waldron

Jolynn Swan
Sue Knvsky
Kelly Rasmussen
Jeff Peterson
Liz Kristianson
Abby Tajnai
Kelly DaPra
Melissa Nelson
Melissa Leeder
Niki O'Brien
Megan Rios

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