

Executive Board Meeting

Date	Sept 12, 2023 4:10 PM
Location	PTO room
Board Members	Kris Hess - President OPEN - Vice President Sara Davenport, treasurer Jena Schmeling, secretary/communications Ashley Hanold, parent-at-large, elementary OPEN, parent-at-large, middle Tina Smith, teacher representative
Attendees	Kris, Jena, Sara, Ashley, Jody F, Erika, T. Auger
Old Business	<p>SEPTEMBER</p> <p>Staff Appreciation: 127 staff members / any time in September</p> <ul style="list-style-type: none">• Student Incentive Buffet - Jena ordered items from Amazon. Will coincide this with ice cream day.• Ice Cream Truck - have not heard back from Thibby's<ul style="list-style-type: none">○ Could we do an ice cream bar with toppings in the lounge or various treats○ Sara - Legendairy Ice Cream: homemade ice cream cookie sandwiches. Sandwiches are \$4 each and need to be picked up in Appleton. Sara is looking into the cost of having the "food" truck some to school instead.○ Jena - sChurned Up. Chocolate Shoppe Ice Cream food truck. Looking to see what the cost is and their availability. <p>Raptor Wear - Kris</p> <ul style="list-style-type: none">• Going on - will close Sept 25th <p>OCTOBER</p> <p>Trunk or Treat Oct 26th 4-6pm</p> <ul style="list-style-type: none">• Pre-Register (only). Deliver wristbands ahead of time.• Magic and Mischief Magic Show - waiting on confirmation if available<ul style="list-style-type: none">○ Cafe/Big Gym booked 5:30-9pm <p>Do we want movie night again or magic & mischief show? Wait to see what happens with M&M</p> <ul style="list-style-type: none">• Planning meeting Sept 26 4:00• Ask for donation of candy bags in newsletter <div style="border: 1px solid black; padding: 5px;"><p>Notes from 2022: <u>Trunk or Treat:</u> Ashley Gross: \$1,000 Expense: \$83.80 Profit: \$916.20 Ran out of candy Two entrances, instead maybe two tables with two lines More volunteers Concessions open the whole time Thursday before day off was great! 18 bags of popcorn were popped! Hot dogs sold great! Maybe walking tacos Start movie sooner - 6:15</p></div> <p>NOVEMBER</p> <p>Conferences Luncheon - Nov 9th/14th evening conferences for 4k-8th</p> <ul style="list-style-type: none">• Scotts subs purchased by PTO - Kris• Napkins, plates, chips, desserts, drinks purchased by families. Jena will post sign up genius in newsletter

Notes from 2022:

Staff Luncheon recap:

- PTO received MANY emails, personal comments etc from teachers that Scotts Subs was a fantastic lunch that was well liked!
- Only negative I heard was that not all staff were aware that it was for all, not just teachers.
- 7 trays of subs and 4 salads - cost was about \$550
- **How much would it be if we bought individually wrapped sandwiches**

DECEMBER

A Grinchy Eve - Dec 1st

- CAFE booked from 3-9pm
- Keep eyes peeled for a Grinch costume.
- Hot chocolate bar
- Photo backdrop

Holiday light drive - Dec 10th 5:00-7:00

Notes from 2022:

Holiday Light Drive Recap:

\$25 income after expenses

Registration

- want to figure out a way to confirm with families that their registration was received. Had one family said they signed up but we didnt get their registration.

Map

- Created by Sara Davenport
- Lot's of cars coming up Durham turned into Shelley's instead of following the route so we had cars coming from both sides of the road. First time this has happened. Dangerous.
- **Suggestion to write out directions instead of creating a map.**

Giveaways

- Gave away all 300 cookies - children only (or kids at heart)
- Used 14 - 37 oz+ containers of hot chocolate. Gave to adults and children
- Gave away 300 candy canes
- 275 Holiday squishies

Santa was amazing!

- Charged \$25, paid him \$50

Santa mailbox was fun!

- How many letters?

Donations

- Lots of donations for Paul's Pantry!
- Paul's Pantry: For future years, they will drop off a bin and pick it up.
- Red Smith PTO cash donations - received \$102

Voting/Winners - voting was open 5:00pm-9:00pm, winners announced at 9:15pm

- 78 votes all together - "Would you like to see this event again next year?"
 - 75 said yes, 2 said maybe, and 1 said no
- Kris will contact and deliver prizes
 - \$25 Black Sheep donated
 - \$25 Kwik Trip - PTO paid for
 - \$15 Anduzzi's donated, plus moose mug ornament and jelly of the month donated

JANUARY

Middle School Corn Hole Tournament - January 19th

- Big Gym & Cafe booked 3-8pm
- \$10 per team - includes pizza and drink
- 2:50-3:00 - students need supervision
- Have bleachers set up for waiting
- Scheduled times so the event runs smoothly
- Sell concessions
- Winners for "best dressed"
- Winners can earn "best seats in house" - how do they win this?

FEBRUARY

Scott's Sub Pizza Sale

- Month of February

Staff Luncheon - February?

	<p>MARCH Middle School/Elementary Dance - March 15</p> <ul style="list-style-type: none"> • Big Gym/Cafe booked from 3-9pm <p>JUNE Roaring Into Summer Party June 6th 5-8 pm</p>
<p>Financial Report</p>	<p>Update 22-23 budget</p> <ul style="list-style-type: none"> • Boo Bags made \$2324 • Trunk or Treat made 916.20 <p>Went through the 23-24 budget and made edits as needed. Sara will send the final budget to the board for approval.</p> <p>Associated Bank has a card reader for \$150 up front cost or \$50 rental fee (per event).</p> <ul style="list-style-type: none"> • Compatible with any device with bluetooth. • Additional fees include 3% plus \$.10 per transaction. • There is concern with the price. Sara will go back and compare three different card reader companies (bank, square, other)and present at October meeting.
<p>Principal Report</p>	<p>Some Wequiock items will be moved over to Red Smith in anticipation for the merger next school year. Pavilion, greenhouse, shed, playground equipment.</p> <p>Preble</p> <ul style="list-style-type: none"> • Red Smith will promote Preble's spirit week for homecoming. Preble invited Red Smith and Edison to have a float in the parade. • Preble gear will be made available to RS families.
<p>Teacher Report</p>	
<p>Parent Report</p>	
<p>New Business</p>	<p>Communication among Executive Board</p> <ul style="list-style-type: none"> • Texting is easiest and most will see it. We'll use this for quick communication and asking questions. • Anything final will need to be emailed to all board members so we have a good record. • Ashley will send a link to a new texting app that is compatible with android/iphone <p>Terry Auger - teacher extraordinaire is proposing a new Raptor Ticket Reward System where students can donate their tickets to a charity. Freedom house or Animals. Aking PTO to donate \$250+ to make this come alive.</p> <p>Voted to add to board members - Welcome!!</p> <ul style="list-style-type: none"> • Erika - VP, erikaemma@gmail.com • Jody - Parent at large, lovemyfourjif@gmail.com <p>Conferences</p> <ul style="list-style-type: none"> • Have raptor wear available for sale • Bake sale
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Newsletter Topics	<ul style="list-style-type: none">○ Truck or treat<ul style="list-style-type: none">■ Trunk sign up■ Volunteer sign up■ Ask for donation of candy for trunk or treat○ Ask for donations for staff luncheon in Nov○ Raptor Wear anytime link○ Ask for donation to recess cart - new/used games, puzzles, coloring books, markers.
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Meeting Adjourned: 6:00 PM

Future Meetings: Oct 10, 2023 @ 4pm