

# 4J PTO December Meeting

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January 7th, 2025 - 6 p.m.

## I. Call meeting to order

A. Time: Mike Brady called the meeting to order at 6:07 p.m.

B. Attendance:

1. Mike Brady
2. Tara Brandenburg
3. Chelsey Eckhardt
4. Brittany Wagner
5. Kim Fry
6. Angela Raber (via Zoom)
7. Jamie Flint (via Zoom)

## II. Approve December Minutes

A. Motion \_Tara Brandenburg moved\_\_

B. Seconded\_\_Catherine Haskins seconded\_\_\_\_

C. Passed\_x\_\_\_\_

## III. Financial

A. Current Balance & Expenses through the end of December

1. We started out with \$7644

a) The payment for Sherwood products was processed, but was noted in December's expenses for \$5789, so is not a new expense since the December meeting.

b) Pancake breakfast cost \$70 more than it was supposed to cost, but we had less pancake mix than we realized. Next year, we will be ordering through Walmart or other store instead of through the kitchen.

c) Movie costs from December have been processed.

2. \$6920.32 is currently the bank balance, but Angela Raber is going to look back at November and December to see what might be missing. There was a deposit of \$1070 that came in since December's meeting.

B. There was discussion on whether PTO is pursuing a nonprofit status. We referenced the PTO meeting minutes from 11/7/23 to see what Samantha Schell had brought to

the meeting to discuss at the time. We discussed whether we would need to employ a CPA.

1. Angela Raber reviewed the process of getting tax exempt process: Through the state, it's \$50 and it is instant. But if you want it to apply to tax status, you have to apply federally and it is more like a non-refundable \$500 fee. If you are approved, then you have to submit a specific form every year and stay below a certain amount of money each year or else you have to pay taxes on it.
2. Kim Fry moves that the 4J PTO should investigate having the 4J PTO Treasurer and/or a committee explore the option of having a CPA advise us on taxes and potentially moving forward on getting tax exempt status. If there are any costs associated with this, Angela will report back at the next meeting and we will discuss a budget for this.

a) Chelsey Eckhardt seconded the motion.

b) All in favor, motion passed.

#### IV. Last Month Recap

##### A. Christmas Program/Stocking/Santa ect.

1. Kids enjoyed the notes and Santa.
2. Increase budget next year by \$20 for extra chocolate in stockings

##### B. Pancake Day

1. Next year, we will make a Walmart order instead of ordering through the kitchen to lower costs and get specific amounts of food.
2. Discussed new kitchen documentation needed if we are going to reserve the kitchen for future events. Please make sure to reserve with Ms. Cody (school cook) and Mr. Barnhurst (principal)

##### a) *“School Kitchen Usage Request Form”*

*available through the school cook or the office and submit it to Nutrition Services Assistant Supervisor Jennifer Allen (jallen@ccsd.k12.wy.us).*

3. We were over budget because of the kitchen ordering method (cases, etc) but we will avoid this next year by ordering food through Walmart or other store.

## V. February/March Events

- A. Valentines Day Dodgeball (not a PTO event): Student Council event: Feb 13
- B. Talent Show: March 6, 2025 at 6 p.m.
  - 1. We will combine Talent Show and Bingo Night
  - 2. Thursday March 6 at 6 p.m.
  - 3. Kim Fry is the committee head:
    - a) Tara Brandenburg
    - b) Brittany Wagner
    - c) Catherine Haskins
  - 4. We will begin with the talent show then go on to potluck dinner and bingo
  - 5. We will need some type of prizes, either from budget to buy baskets or maybe do 50/50 raffle? We could even do a combination of both?
    - a) Supplies
      - (1) Drinks
      - (2) Paper goods
      - (3) Cash for bingo
      - (4) Bingo cards

## VI. Old Business

- A. Set new goal for PTO fundraisers
  - 1. Ideas were discussed for buying seeds for the hydroponic garden system. PTO would like to buy seeds to help the classes have seeds to start the systems. Matracia and Chelsey will work together to come up with a specific shopping list and cost for seeds so that PTO can budget.

## VII. New Business:

- A. Do-Dads event: April 10 at 2:30 p.m.

1. They will be fencing the garden boxes with hog panels and posts. Each garden box will have a garden box topper that needs to be built.

B. Science Olympiad: March 26, 2025

C. Music Concert: May 8, 2025

D. 1st through 3rd grade chess tournament: May 8, 2025

## **VIII. Meeting adjourned at 7:03 p.m.**

A. Next meeting Feb. 4th at 6 p.m.

Big thank you to those that helped decorate and take down the Christmas decor!