

Meeting Minutes

Kromrey PTO

Date: 15 August 2023

Location: Kromrey

Meeting Called to Order by: Melissa Hunt **Time:** 9:45 a.m.

Attendance: 8

Members present: Claire Bitner, Sarah Cords, Kristen Eidson, Lisa Froelich, Melissa Hunt, Jenny Maron, Carrie Rancourt, Alix Thomas

Members absent: Eric Engel, Krissy Mayer, Amy Parins, Dom Ricks, Tami Shaw

The meeting began with the Land Acknowledgement. The reason for doing this is to inspire ourselves and others to take action to support all racial, religious, and identity groups. This is a starting point for our PTO to publicly state that we realize that there is work to be done, and we are committed to helping all students in our schools & community.

I want to begin by acknowledging that we are on ancestral Ho-Chunk land, a place their nation has called Teejop (day-JOPE) since time immemorial. We recognize the community, their elders both past & present, as well as future generations.

In an 1832 treaty, the Ho-Chunk were forced to cede this territory.

Decades of ethnic cleansing followed when both the federal and state government repeatedly, but unsuccessfully, sought to forcibly remove the Ho-Chunk from Wisconsin.

This history of colonization informs our shared future of collaboration and innovation. This acknowledgment reaffirms our commitment and responsibility in improving relationships among members of our community who are of different races, religions, ethnicities & gender identities.

I: Welcome and Introductions

- MH welcomed everyone and called the meeting to order at 9:45 a.m. Prior to the meeting the members saw the new storage space cabinet in the hall for spirit wear, book fair, and other items, and also the new cabinet in the office that holds badges for the building and the copier cards. This cabinet is where we will keep the cash box.
- Along with introductions the problem of cell coverage in and around Kromrey was discussed. LF reported calling Verizon to ask what the problem was and Verizon noted there are no current outages but it's a challenging location. LF suggested that individuals (particularly those who use Verizon) call the company and share the opinion that the poor coverage is unacceptable.

II: Land Recognition

- SC read the land recognition.

III: Approval of Minutes

26 June 2023 minutes. **KE motion to approve, MH seconded motion, vote unanimous to approve.**

IV: Update from Dom Ricks and Eric Engel.

EE and DR not present. MH notes they will present their SRO info in future. Currently the SRO is on a year-to-year contract, MH notes that both EE and DR would like the PTO and parents to support a 5-year contract (that had previously not been approved by the district) for the SRO to provide continuity.

V: Flier and Info to Share with Parents

CB and SC shared two sheets of info that have been created for use at the Aug. 16 Picture Day event. One is a "What the PTO supports" poster with a QR code to the PTO website Donate page (<https://www.kromreyppto.org/donate>), and one is a sheet to hand out with contact numbers and Kromrey info.

CB also notes that QR codes are useful but can also present an accessibility issue. Best practice is to use the QR code but also provide the URL to which it is pointing underneath it.

VI: Table at Picture Day

MH will be at school at 7:30 on Wed., Aug. 16, to set up two tables for Picture Day.

LF shared that she researched possible epayment methods for Spirit Wear sales (which we will be doing at Picture Day). We will keep PayPal as a back-up for now (and LF has updated all info on our PayPal account), but she would like to use a product called Zeffy. It is a Canadian company that is getting great reviews and works with nonprofits. Primary advantage is it does

not charge the PTO fees; it asks the user/purchaser to add any amount they choose to help cover cost of transaction. PayPal is currently charging 3.9% on all transactions, so Zeffy will be much more cost-effective for us.

LF is also working on getting our Square reader operational, but we may not use it because they will also charge fees.

MOTION: MH made motion to approve use of Zeffy with PayPal available as backup through end of 2023-24 school year, then move exclusively to Zeffy. AT seconded. Vote: Motion passes unanimously.

AT notes that it would be very helpful if Zeffy would tally up Spirit Wear orders for user and indicate to us who the purchaser is. LF gave a short demo of the purchase screen from within Zeffy. AT suggests that the PTO can offer several ordering periods for Spirit Wear throughout the school year, using Zeffy.

People will be able to purchase Spirit Wear at Picture Day using cash, check, Zeffy (using QR code and checking out on their device), or going through our website and using PayPal. If we do not have correct sizes please let people know that we will hold periodic ordering periods and will send out info on Campus Messenger.

Action items for Table at Picture Day: CB will finalize and print/copy informational handout. MH will set up tables on 8/16, will have two envelopes for donations and Spirit Wear cash, will get four codes for Internet access, will make a list of "What the PTO Does," and will also make a sheet for potential volunteers to sign up. Various PTO members will staff table on 8/16; each shift is covered currently. SC will close up, lock remaining Spirit Wear in cupboard, and lock cash box in office cupboard or give to LF.

LF also notes that for donations of \$250 or more, we are required to give receipts for tax purposes. For any donations of that size, please ask for donor email so we can provide receipt.

VII: Budget Approval 23-24 School Year

LF presented a proposed budget for the 23-24 school year (see Budget at end of minutes). Covered Expenses and Revenues and Line Item estimates for Enrichment, Events, Other, and PTO Operations. It is agreed that throughout the year requests that fit with our budget projects and are lower than \$200 will be handled by LF and MH; larger requests will be brought to the PTO Board for discussion and approval.

In discussion it was noted that we will watch revenue and expenses through the year and if we do not have sufficient funds we may have to say no to helping fund 8th grade field trip; that is a large item at the end of the year.

MH shared request from parent/Eric Engel for proposed robotics club. Parent made request for \$1000 for robotics kits and for advertising fundraising. MH notes club is projected to allow only 16 members. Due to limited number of students helped and high cost, in discussion it was decided not to fund (or advertise in newsletter) this project at this time. **Action item: MH will contact parent and let them know of PTO decision.**

MOTION: AT made a motion to approve proposed budget, KE seconded. Vote: Motion passed unanimously.

Action item: Dom Ricks has requested check for Staff back-to-school Social. LF and MH will give him a check.

VIII: Bylaw Review Discussion

MH notes that the PTO is not currently in accordance with its bylaws (primarily in terms of when board members started and stopped duties) but we are functioning in good faith. Item tabled until next meeting for further discussion.

Action item: Please review the current bylaws at (<https://docs.google.com/document/d/1FtDHdA84tUIGaG4Fzg-l9gwldGbBjx6yTB1AnsMZdk0/edit>) by next meeting (Sep. 15). MH and LF will work on Google doc with bylaws on which people can suggest edits.

Action item: LF would like all board members to be able to access the shared PTO Google Drive.

IX: Board Member Reports

a. Melissa Hunt

Meeting times: MH proposes 3-5 meetings at night throughout the school year. Meetings will start at 5:30 and will include updates from EE or DR as well as short PTO informational presentation. EE has suggested the PTO provide snacks and activities for kids. Snacks may not be in the budget, but CB will create coloring sheets for younger kids and we may be able to access the gym for other kids to play.

Action item: Time needs to be scheduled and room scheduled for September night meeting.

Action item: Melissa also plans to meet with staff during their Sep. 11 meeting to share what the PTO does with all staff.

Action item: Plan dates for all night meetings at next PTO Board meeting (9/15).

In discussion it was also decided that PTO Board meeting times will change to the third Friday of each month, at 10 a.m. (Meeting dates for 23-24 school year: September 15, Oct. 20, Nov. 17, Dec. 15, Feb. 16, March 15, April 19, May 17.) The third Friday in January is a day off school; we need to decide if an alternate date is needed for that month.

Back to School Night Table August 31: We will staff PTO table from 4 to 8 p.m. and sell Spirit Wear.

X: Other Business

Important future dates: Fall Conferences are Thursday, Oct. 19, and Tuesday, Oct. 24, 4 to 8 p.m. Spring conferences are Thursday, Feb. 27, and Thursday, March 7th. We will try to coordinate Book Fairs and Staff Appreciation Events around these dates.

MH shared that Kromrey staff love the traveling Book Fair.

It was noted in discussion that we need to recruit for a **Vice President/President Elect** and **someone to run the Cougar Dash**. Kristen Eidson may also need assistance on the Student Resource Team.

Brandon Tewalt will no longer coordinate the Talent Show and asks if the PTO wants to run it. Feeling at this time is we do not have enough volunteers to take on this opportunity.

Next Meeting: Friday, Sep. 15, 10 a.m.

Motion to adjourn SC, LF seconded, motion passed unanimously: Adjourned at 11:10 a.m.

Minutes compiled by: Sarah Cords

Budget Info:

EXPENSES	PROJECTED 2023-2024 EXPENSES
Enrichment Expenses	
Band - WSMA Dues	\$530.00
Choir	\$400.00
Owl Pellets	\$300.00
Garden club	\$200.00
6th Grade Play at APT	\$1,000.00
8th grade playwriting (Frawley)	\$500.00
Fieldtrips/bus	\$1,000.00
Other funding requests	\$1,000.00
TOTAL ENRICHMENT	\$4,930.00
EVENTS/Staff appreciation	
Staff/Admin Back to School Social	\$500.00
Staff Appreciation Committee (3 events)	\$600.00
Retirement gifts	\$200.00
Book Fair - Custodians gifts	\$200.00
Cougar Dash, banner, bibs	\$1,000.00
TOTAL EVENTS/Staff appreciation	\$2,500.00
End of year celebrations	
Eighth Grade Celebration (dance party)	\$2,500.00
End of year celebrations all other grades	\$2,100.00
TOTAL end of year celebrations	\$4,600.00
Other - supplies for students, spirit wear inventory	
Supplies/student resource needs	\$1,000.00
Spiritwear inventory to purchase	\$2,000.00
TOTAL Other	\$3,000.00
PTO OPERATIONS	
AIM Insurance	\$355.00
990 - Federal Filing	\$40.00
Website, PTO emails, & Domain Fees	\$350
Misc.	\$250
TOTAL PTO OPERATIONS	\$995.00
TOTAL EXPENSES	\$16,025.00
REVENUE	Projected Revenue 2023-24
2023-24 PTO General Fund Donations - Cash/Check/Zeffy	\$3,000.00
Cougar Dash Community Sponsorships	\$5,000.00
Spiritwear sales	\$4,000.00
Book Fair	\$0.00
Total Revenue	\$12,000.00
Total 2023 Starting PTO Funds (Aug 14, 2023):	\$9,895.14
NET 2023-24 (Revenue-Expenses):	\$4,025.00
2023-24 end of year projected balance:	\$5,870.14