**Baker PTO Board Meeting Minutes**

**Location: Virtual Meeting**

**Date:** June 5, 2020

**Attendees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Title** | **Present** | **Name** | **Title** | **Present** |
| **Amy Landreth** | President | Y | **Danielle Wallace** | Principal | N |
| **Debbie Willett** | Co-Vice President | N | **Julia Roberds** | Asst Principal | N |
| **Liz Branham** | Co-Vice President | Y |  |  |  |
| **Kristi Geiger** | Treasurer | Y |  |  |  |
| **Tara Horn** | Secretary | Y |  |  |  |

1. **Meeting Called to Order at 10:01 am by Amy**
2. **Open Forum**
3. **Review Minutes – May Board Meeting**
   1. **Amy moved to approve the minutes with modifications.**
   2. **Liz seconded and the board voted to approve.**
4. **Old Business**
   1. **Inventory for Tracking Items Received**
      1. **Amy is updating the tracking spreadsheet for Mrs. Gannon and Mrs. Roberds.**
      2. **Spreadsheet will be updated and sent to them by the end of June.**
   2. **2018-2019 Activity to be scheduled – Playground Painting**
      1. **Amy is looking for a date to paint.**
      2. **Painting will be done with social distancing.**
   3. **Fifth Grade End of Year Gifts and Party – Summer/Fall Date TBD**
      1. **Amy delivered the final bags to the Fifth Graders that didn’t pick up their items.**
      2. **Main Event is still not open due to COVID-19. A date is being considered for the fall.**
5. **New Business**
   1. **PTO Closet**
      1. **The closet was cleaned and organized.**
   2. **Audit Committee**
      1. **The committee has been appointed to review the PTO Budget and Accounting Records.**
      2. **The committee consists of Dale DeShazo, Amanda Harris, and Gloria Campos.**
      3. **The committee will complete the audit by end of June.**
   3. **2020-2021 Principal/President Meeting – Liz Branham**
      1. **Mrs. Gannon agreed with not pushing the fundraising part of Raise Craze for next fall.**
      2. **Mrs. Gannon will follow up with Fifth Grade teachers about the required reading books. If they choose to have a required reading book, the PTO is willing to pay for them.**
      3. **No theme for the new year has been shared.**
      4. **School Store may have some changes such as one time a month with a line manager or divide the days by grades to eliminate some of the crowding.**
      5. **For Family to Family, Mrs. Gannon will make the counselor aware of the availability of the funds and presence of some backpacks and school supplies already purchased.**
      6. **Liz will follow up with Mrs. Gannon concerning the school theme, school calendar, dates for Raise Craze, and details for lunch duty volunteers.**
   4. **Raise Craze**
      1. **Tara has a meeting scheduled with the Raise Craze representatives on June 16th at 10 am to discuss next year’s details and planning.**
      2. **Amy and Liz may join the call.**
   5. **2020-2021 Committee Coordinators**
      1. **Amy moved to approve the following individuals to coordinator positions. Liz seconded and all present approved.**
         1. **Back to School Staff Luncheon Liz Branham**
         2. **Tears & Cheers Breakfast Christina Kwitoski**
         3. **Raise Craze Fundraiser Tara Horn**
         4. **Raise Craze Final Event Shelai Mullins**
         5. **Donuts with Grownups Cassandra Carrion**
         6. **Staff Birthdays Corrie Brock**
         7. **Sweets for Staff Ed & Nancy Stellato**
         8. **Field Day Volunteers Kristen Teague**
         9. **Art Volunteers Sarah Brown**
         10. **Box Tops Jennifer Smith & Tina Marr**
         11. **Room Parents Angela Roberts**
         12. **Spirit Wear Adrienne Allison**
      2. **The following committee coordinator positions remain open at this time, but Amy and Liz will discuss some volunteer possibilities, including current committee volunteers and past coordinators.** 
         1. **Class Shirts**
         2. **Holiday Staff Luncheon**
         3. **Variety Show**
         4. **Theme Dance**
         5. **Teacher Appreciation**
         6. **Copy/Lunch Coverage Volunteers**
         7. **Library Volunteers**
         8. **School Store**
      3. **The Election Committee and Audit Committee members will be identified and appointed by the Board closer to the time when they are necessary.**
   6. **Transition Plans**
      1. **PTO Council is hoping to have transition meeting or event with current and future Presidents.**
      2. **Amy and Liz will meet next week.**
      3. **Kristi will meet with Debbie and Andrea once books are returned from the Audit Committee.**
      4. **Debbie will meet with Adrienne for MTK Training.**
6. **Treasurer’s Report**
   1. **There will be $33,000 or more will be carried over for next year’s budget, as the excess above what is allowed in the bylaws was previously approved by PTO Council.**
   2. **Expected remaining refunds include $1005 for the bounce house for EOY event and $180 for field trip scholarships to Austin. Main Event deposit may be refunded if the 5th Grade event is cancelled instead of postponed.**
   3. **A $250 donation for Convocation event was paid to PEF.**
   4. **Amy noted that there are two spirit wear items in MTK showing as Orders with Balance Due. Amy will check with Adrienne to confirm the items were delivered, and Kristi will determine if manual payments were received just not recorded in MTK. If no payments have been received, the Board agreed that in light of the late discovery and current Covid situation, we will waive the balances due for these two items rather than asking for payment.**
   5. **Raise Craze Funds Wish List: Kristi added items “held over” for tracking purposes. Amy mentioned that the field trip medicine bags were purchased, so only the $375 amount for the thermometer needs to be held vs the initial amount indicated for both items. Amy spoke with Nurse Crawford, and she is awaiting direction from the District to determine if there is still a need for the hospital-grade thermometer, or if this will be provided due to Covid concerns.**
7. **Closed Forum**
8. **Principal’s Comments – N/A**
9. **Meeting Adjourned at 11:27 am by Amy**

**Next Meeting: TBD July 2020**

**Minutes Compiled by: Tara Horn**