



SPMS PTSO MEETING MINUTES

Monday, June 29, 2024

Secretary: Reka Beane

Location: Lillie Nay's Home

Meeting commenced at 2:18 PM

WELCOME

- I. Introductions
 - a. We all went around the room and introduced ourselves.
 - b. Dawn advised that we are still looking to fill Assistant Treasurer and 1st VP
 - c. Cori advised that she is moving around May 31, 2025 and will need some support to ensure a smooth transition.
 - d. Warren Buck volunteered to chair Staff Appreciation.
- II. President's Report presented by Dawn Evans
 - a. By Laws. Dawn brought copies of the Bylaws and advised that the Bylaws and all PTSO documents are available upon request.
 - b. Volunteer hours. All volunteers must complete and submit a Volunteer Time Sheet to the front office monthly. This includes time spent at the PTSO meetings. If you need assistance in submitting the time sheet, please reach out to PTSO president or member. The county does review the time sheets. The Volunteer Times Sheets were provided to everyone during the meeting.
 - c. Initiatives. Dawn mentioned a few of the PTSO initiatives for this school year. The first is to use funds from PTSO to for the school's breezeway beautification. The second is to ensure that all rooms in school have an updated emergency bucket.
 - d. Calendar. The 2024-25 PTSO Calendar was distributed to everyone at the meeting. We spent some time looking over the calendar. Dawn highlighted some of the upcoming events, include the New Parent Meeting and Neon Bash.
- III. Principal's Report
 - a. Dawn advised that Ms. Carnall will be prioritizing the PTSO meetings to ensure that she provides a report during the PTSO meetings this 2024-25 school year.
- IV. Treasurer's Report presented by Cori Hillier.
 - a. Reimbursements. Dawn advised that all reimbursement must be pre-approved. She further noted that we are a tax-exempt organization, so we do not need to pay taxes and she has that form available if needed for a volunteer seeking reimbursement. Please also note that reimbursement sheets and collection of income forms are in the treasure box in the front office.
 - b. Cori advised that the current amount in the business account is \$1,995.00 and amount in checking is \$12,579.90.
 - c. The proposed budget for the 2024-25 school year was provided to all the members. We reviewed the budget. Lillie moved to approve the budget; Lisa



seconded the motion; there were no questions or discussion. All present approved and no one opposed. The PTSO 2024-25 Budget was approved.

COMMITTEE REPORTS

- I. Staff Appreciation – OPEN
 - a. During the meeting, Warren Buck volunteered to chair Staff Appreciation.
 - b. The first event will be the Teacher Welcome Back breakfast on August 6, 2024 at 7:30am.
 - i. Dawn advised that will need about 5-10 gluten free options and this should be kept in mind going forward for any staff/teacher that has a gluten allergy. Warren suggested his banana bread, which we all thought was a great addition to other options such as fruit.
 - c. There was some discussion on the use of food trucks for these types of events in the future.
- II. Spirit Wear/Membership presented by Lillie Nay
 - a. Lillie displayed the sample Spirit Wear during the meeting. She also had order sheets that included membership.
 - b. PTSO Membership costs only \$25 and provides benefits including, but not limited to discounts on yard signs, neon bash tickets and ability to purchase the tickets early.
 - c. Lillie mentioned that sign up genius will be sent out soon because she needs assistance with the Spirit Wear/Membership table on 7/31, 8/1 and 8/9.
- III. Fundraising – OPEN
 - a. This position is currently opened and in need of a volunteer.
 - b. We discussed some of the events and expectations for the role and that the role will not be difficult for a new volunteer to undertake. We already have a lot of information that will assist any volunteer in getting started, including tons of ideas for fundraisers from previous years such as the details of sale of Crumble Cookies.
- IV. Neon Bash/Concessions
 - a. Dawn and Lillie will be heading the Neon Bash this year. We discussed some of the challenges with pick-up last year. We also discussed that the event was a major success with lots of students attending and it being a great fundraiser for PTSO.
- V. Raider Store presented by Tara
 - a. Tara provided everyone of the details of Raider Store and how Raider Bucks work. She advised that it is a great volunteering opportunity and is usually open from 9am – noon.
- VI. Business Partner – Kevin Evans
 - a. Kevin was not present but has always done a fantastic job with being chair of Business Partner. The PTSO is grateful for all his hard work and support. He knows and has great relationships with many companies in the area. He helps us obtain sponsors for staff appreciation or student/teacher luncheon events.



EXTRAS

- a. The budget was approved – see above for details.
- b. We discussed volunteer opportunities for 1st VP/Fundraising.

The meeting adjourned at 3:30pm.