

**Raymond Elementary PTO**  
**Meeting Minutes**  
**1/7/25 at 6:30pm**

In Attendance: Rachel Thomas, Laura Hutchins, Katy Shelly, Dawnyale Weber, Dianne Brown, Erica Sypek

Welcome and Introductions

Treasurer Report

- See Attached Report

Principal Report

- Monday 1/13/25 arrival will be moved to the dismissal location.
  - Would eliminate some traffic back up that is happening on 347
  - Would help with the flow of students who are going to breakfast
- Literacy Night- Not going to be doing this year
- Chiropractor massages was a hit with staff- Erica will send info to PTO for teacher appreciation

Old Business

- Snacks with Santa
  - Not a great turn out since it was on a Tuesday
  - Need to start looking for decorations for 2025
    - Kelli Watson unsure if she will be able to do Santa backdrop next year
  - Food
    - Use Sam's or Costco for cookies next year, only do sugar cookies if we are able to get cookies donated
  - Donations
    - Start requesting donations earlier (September or October)
  - Santa for next year
    - Laura will contact Santa and see if he is available 12/4/25 or 12/5/25
- Bead Bar for Staff
  - Staff seemed to enjoy it
  - Thanksgiving to Christmas is a hard time for teachers, bead bar was a fun different activity for the staff to do

New Business

- Read-a-Thon 1/10/25-1/31/31
  - Kick off is Friday 1/10/25
    - Paperwork with login and password coming home with students along with roll out treat (Dum Dum Sucker)
  - Prizes- See attached sheet
  - Staff Participation
    - Top Reading Class- Gift Cards (\$10 each)

- Top Staff Reading Minutes- \$25 Amazon gift card
  - Bulletin Board
    - ½ Bulletin Board outside the gym will have Candyland board with Game Pieces for each class. Game pieces will be moved by office staff throughout the event.
  - Piggy and Elephant- 1/16/25 9:30-10:30
    - Teachers will read along. Piggy and Elephant will give out suckers and go into each class to say hi. Grades k-3, stop in quick in 4th grade
    - Katy will wear costume, Erica asking district staff to wear the other
    - Costumes need to be picked up in Columbus- Dianne may be able to do that
  - Website
    - Katy will look into having comments turned off for students to students, but comments on for teachers and admin to students
  - To Do
    - Prize wheel updated-Rachel will handle
    - Bulletin Board- Katy
    - Books from Scholastic- in shipment still
- Bingo Night 2/28/25 6:00-8:00
  - Staff Volunteers
    - Erica will talk to teachers about helping. May only be available until 6:30p
  - Food
    - Prepackaged food
    - Pizza ordered from Donatos for purchase. Families can order on RSVP form. Will not be able to buy at the event if you do not order beforehand. Dawnyale will contact Donatos
    - Kettle Corn Donations- Laura will contact Fairbanks PTO member to ask who supplied kettle corn at event she attended
    - Set each table with waters, chips, cookies
      - Rachel will handle getting food and water
  - Bingo will be played from 6:30-7:30
  - Prizes
    - Five Below for Prizes
    - Crafts
    - Slime
  - Game Cards
    - Each family gets book of 10 cards
    - More can be purchased at event
    - 1 or 2 dobbers will be supplied for the family. More available to be purchased
  - RSVP's
    - Send out beginning of February
    - RSVP's due 2/19
- Book Fair/Parent Teacher Conferences 2/6-2/13

- Will change morning volunteers 2/6 and 2/7 to four for each day
  - Laura will contact Elena King about handling meals for 2/6, 2/13 and 2/14
- Recess Bins
  - Office gathering teacher lists
  - PTO will review list and buy what will fit in the budget

Motion to Adjourn at 8:30pm by Rachel Thomas, Seconded by Dianne Brown