Baker PTA General Meeting Minutes

Date: May 23, 2025
Time: Meeting called to order at 9:31 AM
Location: Virtual

1. Opening

- Meeting called to order.
- The Pledge of Allegiance was recited.
- Request a motion to approve agenda (First: Halley Casey, Second: Emily Hand).
- Today's agenda approved by motion (First: Kelly Meyers, Second: Amanda Palermo).

2. Treasurer's Report – Heather Elmer

- Current balance: $28,000; projected year-end: $22,000.
- Unexpected savings due to 1st grade canceling the second field trip.
- Proposal approved for $400 allocation for staff luncheon (Motion: Heather Elmer, Second: Kelly Meyers, passed unanimously).
- Budget for next year reviewed:
    - A slight deficit was shown, but offset by underused classroom party funds.
    - Increase in membership dues from $15 to **$20 per family** due to rising costs and PTA state dues.
    - Discussion around increasing allocations for:
        - 4th grade yearbook and T-shirts (proposed all students receive both).
        - Staff appreciation budget.
        - 4th grade social.
    - Emphasis on maintaining a financial safety net ($19.5K from Boo Bash projected but could be altered due to poor weather, etc.)

    - Suggestion to consider non-event fundraising.

- The budget was approved as presented (Motion: Emily Hand, Second: Heather Elmer, passed unanimously).

3. Secretary's Report – Emily Hand

- No correspondence to report.

- The outgoing Secretary thanked for her service.

4. President's Report — Amanda Palermo

- Calendar updates:

    - Fall Book Fair moved to the end of September.

    - Boo Bash rescheduled to Oct 24 (subject to final confirmation).

    - The Art Show moved to April 16.

- Calendar approved with Boo Bash marked tentative (Motion: Halley Casey, Second: Lucy Curran, passed unanimously).

- Committee Chair Openings:

    - Kindergarten Social

    - Afterschool Activities (Co-chair)

    - Arts in USC Liaison

    - Assembly Planner

    - Variety Show (additional help)

    - Field Day (Co-chair)

    - Social Media Manager

    - Spirit Wear Coordinator

- Volunteers stepped up for Kindergarten Social and Social Media
    - Charissa Moses for Kindergarten Social
    - Lindsay O'Donnell for Social Media

5. Vice President's Remarks – Halley Casey

- Encouraged reflection from room parents and committee chairs.
    - Halley asked for insight on what worked well this year and possible future ideas. Halley added reflections and insight will help improve guidelines for next year's team.
    - A frequently asked question list is mentioned as a possible addition for next year.
- Goals for summer:
    - Improve PTA website and communications.
    - Conduct PTA closet cleanout and inventory (mid-to-late July).
    - Fill committee chair positions.
    - Support Boo Bash planning early.

---

6. Committee Reports

- **School Supply Kits:** Sale ongoing through June 1st.
- **Field Day:** Volunteer sign-up closed; food truck will be present.
- **3rd Grade Tile Wall:** Tiles in; installation pending final tile.
- **4th Grade Activities:**
    - Pool party RSVP due.
    - T-Shirts distributed on 5/23 and yearbooks will be distributed on Tuesday, 5/27.
    - Kristen McIntyre was praised for excellent yearbook design.
- **Staff Appreciation:**

    - The final event is a staff basket raffle (30 baskets prepared).
    - Gift cards are also being collected.
    - Suggestion to increase budget for next year.

7. Elections

Elected Officers for 2025–2026 School Year:

- **President:** Halley Casey
- **Vice President:** Charissa Moses
- **Secretary:** Maya Brooke
- **Treasurer:** Beth Dunn (Appointed by Executive Board)

All officers and members agreed to uphold PTA responsibilities and ideals.

8. New Business

- Discussion of future budget amendments and sustainability.
    - The group discussed the importance of maintaining financial sustainability despite having a healthy current balance ($22,000 projected year-end).
    - Several members emphasized that there may be a temptation to increase spending due to the rollover, the budget must remain resilient in the event of unexpected fundraising shortfalls—especially given that *Boo Bash* (expected to bring in $19.5K) is weather-dependent.
    - It was recommended that the rollover balance be treated as a safety net rather than discretionary funds, with a minimum reserve target aligned with the projected Boo Bash income to safeguard essential programming.
    - Acknowledgment that items like staff appreciation, fourth-grade events, and other line items could be reviewed and increased, but that such changes should be deliberate and based on both current and projected revenue.
- Parent Support and Involvement

- The outgoing and incoming PTA leaders emphasized the critical importance of ongoing parent engagement to sustain programming and events.

- Several committee chair and volunteer positions still open, parents were encouraged to consider even small ways they could contribute.

- It was acknowledged that some roles might seem intimidating, but previous volunteers assured the group that ample support is available (e.g., treasurer mentoring, team collaboration).

- Continued involvement is vital for maintaining the community culture at Baker and for helping core volunteers.

9. Special Announcements

- **Baker Night at the Wild Things Game:** July 11 (Fireworks Night).

- **Gift to School:** Sensory Garden installed and available for viewing.

10. Adjournment

The meeting was adjourned at **10:26 AM**.

- Outgoing President offered thanks to all PTA members, volunteers, and board members for their time, energy, and dedication throughout the school year. She reflected on the collaborative spirit that defined the year, noting the impressive range of events, activities, and initiatives made possible entirely through parent and staff partnership.

Special appreciation was extended to:

- Committee chairs for taking ownership of key programs and bringing creative energy to their roles.

- Room parents and classroom volunteers for their consistent behind-the-scenes support.

- Outgoing officers**,** particularly the Secretary and Treasurer, for their leadership and countless hours of work.

- The school staff for their ongoing collaboration, positivity, and support of PTA initiatives.

Attendees

Emily Hand

Amanda Palermo

Halley Casey

Heather Elmer

Kelly Meyers

Lucy Curran

Dr. Patrick McClintock-Comeaux

Alexandra Zanic

Beth Dunn

Maya Brook

Charissa Moses

Lindsey O’Donnell

Natalie Jaskowski

Samantha Adler

Tish G.

Bethany Salmen

Kristy Berrott

Amanda Walton

Minutes by Emily Hand, PTA Secretary