

F.O.R. Kids
Parent Teacher Organization Meeting Minutes
May 9, 2017

Attendance:

(7) Jenni Tamblingson, Melissa Wilterdink, Ann Averill, Katie Baumann, Lisa Masslich, Laura Koepp, Carrie Rydzewski

Treasurer's Report: Jenny shared the attached Treasurer's Report with the group and went over the ins and outs for the month and the balance.

Request for Funds: Lisa Masslich reviewed the request for \$270 from Laurie Lundgren to reduce the cost to \$18 per kid for the Sheboygan Marsh 5th grade field trip and/or to help pay for any families that the \$18 fee would be a hardship for. The group discussed how we paid for field trips at the beginning of the year and that money was to be evenly divided among the grades and it would not be fair to give one grade more field trip money than the other grades received. However, the group did approve to help pay for any families that could not afford the \$18 fee. Lisa will discuss the decision with Laurie Lundgren. The group agreed not to specify a specific amount and that Jenni and Carrie would coordinate any necessary payment with Laurie Lundgren.

Lisa Masslich requested \$250 for Positive Behavior, Intervention and Supports (PBIS) aka Ram Way incentives. We discussed what prizes the kids might like, how many prizes to give (the group preferred maybe 3 smaller prizes instead of 1 big prize). At the end of the year all the submitted Ram Bucks will go into a large container and they will draw winners for these larger prizes. The group agreed to approve the \$250 donation.

Father Daughter Dance: The Father Daughter Dance was a success. We had about 120 girls attending, plus the fathers/father figures. The profit was \$934.78. The group thanked Katie and Michelle Frankie for all of the hard work they put into this event, it was much appreciated.

Deposits: Total sales were \$1,625. Walk up registration was \$215 (about 13 girls), donation jar was \$25, pre-registered couples (about 100 girls) was \$1,385.

Expenses were \$690.22: \$93.50 on flowers from In Full Bloom, \$285 for the DJ (Living Jukebox DJ Service, Dan Maki phone 920-395-5056), and \$72.08 for RL Food Service (napkins, cups, desserts), decorations were \$239.64.

Ideas for next year include getting more volunteers to stay and help clean up after the dance, clean up was done by about 6 people and we could have used 10 or more. Also would consider hiring a photographer for next year to get a more professional looking photo.

Teacher Appreciation Week: Holly organized a teacher appreciation lunch, it was well received and we passed around several thank you notes written by teachers. Holly had a tailgate/all star themed lunch and held a raffle along with the lunch. The lunch went over budget, budget was \$200 and we spent \$387.74.

Administrative Professionals Day: Holly organized this as well. We gave the middle school secretary and the two elementary secretaries chamber dollars certificate in a nice little decorated basket.

Family Fun Fair: Plans are well underway. Class baskets are filling up, we might need to add a few items to baskets that look a little empty. We still need volunteers for games and to sell tickets.

Food plans are going great, Melissa has setup to sell hamburgers, cheeseburgers, corn dogs, pizza, fresh cookies, funnel cakes, cotton candy and jumbo pretzels with cheese.

Carrie would like Lisa to send her pictures of the silent auction items and kids raffle items to post on Facebook. Lisa would like Carrie to post the wristbands memo to encourage families to pre-order their wristbands.

Lisa and Melissa coordinated to have teachers distribute coupons for food for students who did a "jolly good job" or went "above and beyond caring".

Lisa will send Carrie the list of announcements to be read next week at school so those can be posted on facebook.

Carrie will setup a hastag, #ramsfunfair . Carrie will sell Spiritwear as well as setup a volunteer check in table with nametags.

Elementary Field Day: Stacie Reed is looking for volunteers for the elementary field day to be held from 12:30pm to 3:30pm on Friday, June 2. If anyone is available, please consider helping, you can contact Stacie directly. Carrie will also post this request on the Facebook page.

Next Year's Meetings: We will have to move our meetings to 3rd Tuesdays next year as the Library board is meeting on the 2nd Tuesdays. The group agreed to this move as well as to continue meeting at the library.

Field Trips for Specials: Ann brought up an idea to approve donations to go towards field trips for the specials classes like physical education, art, music, etc. The group decided those requests should be sent in via the Request for Funds form and they will be reviewed individually.

Reading Challenge: Jenni informed the group that the grants for the Dennis Sullivan trip did not come through so they are short a few hundred dollars for the field trip. She requested that the group loan the remainder of the funds for trip and they would continue to do fundraising to raise that money. The group voted and agreed to loan the funds and that Carrie and Jenni could coordinate the payment.

Volunteer Appreciation Event: Holly presented the idea of having a volunteer appreciation night for all those who have attended monthly meetings and served on a committee. This event could be held possibly at Kathy's Trakside or Pizzeria. The group agreed this was a good idea and voted to a budget of \$200 for the event. Holly agreed to coordinate and to send out personal invitations.

2017-2018 School Year Budget: A preliminary budget was distributed and the group agreed to discuss this at the August meeting.

Our next meeting is Tuesday, August 15 (3rd Tuesday) at 6:30pm at Lakeview Community Library.

Respectfully Submitted by Carrie Rydzewski



Meeting Agenda
May 9, 2017 – Lakeview Community Library

Welcome and Pass Around Sign In Sheet

All previous meeting minutes are available on our website:

<http://friendsofrandomlakekids.weebly.com/meetings-and-minutes.html>

Treasurer's Report - by Jenni Tamblingson

Request for Funds - by Laurie Lundgren

Daddy Daughter Dance Review - by Katie Baumann and Michelle Franke

Administrative Professional's Day Review - by Holly Ternes

Teacher Appreciation Week Review - by Holly Ternes

Fun Fair Plans - by Lisa Masslich or Angela Haasch

Budget for 2017-2018 School Year - by Carrie Rydzewski

Elections/Officer Positions for 2017-2018 School Year - by Carrie Rydzewski

Meetings for 2017-2018 School Year - by Carrie Rydzewski
(should we plan to continue meeting 2nd Tuesdays at library?)

Additional Items / Questions / Open Discussion

Next Meeting Date: Tuesday, August 8, 2017 at 6:30pm at Lakeview Community Library?

F.O.R. KIDS MONTHLY TREASURER'S REPORT April 2017

MONTHLY BEGINNING BALANCE: \$ 13,325.04

INCOME FROM FUNDRAISING				
	Actual Monthly	Actual YTD	Budget	Variance
Box Tops		\$284.40	\$500.00	\$215.60
Color Run		\$6,008.60	\$6,000.00	(\$8.60)
Fun Fair			\$3,000.00	\$3,000.00
Mother & Son Event		\$258.12	\$100.00	(\$158.12)
Movie Night			\$100.00	\$100.00
Penguin Patch		\$361.49	\$361.49	\$0.00
Spiritwear		\$56.00	\$100.00	\$44.00
TOTAL INCOME	\$0.00	\$6,968.61	\$10,161.49	\$3,192.88

BUDGETED EXPENSES				
	Actual Monthly	Actual YTD	Budget	Variance
Administrative Professional's Day			\$75.00	\$75.00
Back to School Lunch		\$338.21	\$250.00	(\$88.21)
Battle of the Books Prizes		\$300.00	\$220.00	(\$80.00)
Birthday Books		\$250.00	\$250.00	\$0.00
Character Education Week (Middle School)			\$300.00	\$300.00
Elementary Field Day			\$200.00	\$200.00
Fee for Moneris Credit Card Device	\$6.68	\$4.95	\$59.40	\$54.45
Field Trips for Elementary School		\$2,068.00	\$2,068.00	\$0.00
Field Trips for Middle School		\$1,927.00	\$1,927.00	\$0.00
Liability & Bonding Insurance		\$410.00	\$410.00	\$0.00
Miscellaneous Supplies			\$100.00	\$100.00
Playground Equipment (Box Tops Check)	\$284.40	\$284.40	\$284.40	\$0.00
Postage			\$50.00	\$50.00
Printing			\$25.00	\$25.00
Reading Challenge (Jenni Tamblingson)			\$500.00	\$500.00
Red Ribbon Week (Elementary School)			\$500.00	\$500.00
Science Fair			\$200.00	\$200.00
Teacher Appreciation			\$200.00	\$200.00

TOTAL BUDGETED EXPENSES

\$291.08 \$5,582.56 \$7,618.80 \$2,036.24

NON-BUDGETED AND FUNDRAISING EXPENSES

	Actual Monthly	Actual YTD	Budget	Variance
Penguin Patch				\$0.00
Request for Funds - Random Lake Chess Club				\$0.00
Father Daughter Dance (Startup)	\$100.00	\$100.00	\$0.00	(\$100.00)
TBD Withdrawal (4/12)	\$75.00	\$75.00	\$0.00	(\$75.00)
TOTAL NON-BUDGETED AND FUNDRAISING EXPENSES	\$175.00	\$175.00	\$0.00	(\$175.00)
TOTAL EXPENSES	\$466.08	\$5,757.56	\$7,618.80	\$1,861.24

MONTHLY ENDING BALANCE PER SPREADSHEET: \$ 12,858.96

MONTHLY ENDING BALANCE PER BANK STATEMENT: \$ 12,859.55

VARIANCE: \$ 0.59

OUTSTANDING CHECKS/DEPOSITS

	Actual Monthly
Random Lake Food Service	\$9.00
TOTAL OUTSTANDING	\$9.00

ACTUAL NEW BALANCE: \$ 12,850.55

Responses cannot be edited

Request for Funds Online Form

PLEASE READ: This form is to be completed by teachers or administrators who have a request for funds from F.O.R. Kids, the Parent Teacher Organization for Random Lake Elementary and Middle Schools.

Completed forms can be emailed/shared with friendsofrandomlakekids@outlook.com . We will review the form at our next monthly meeting and will vote on the donation. We will contact you with any questions and/or approval status of your request. Requests should be made at least 2 months prior to the date the funds are needed. If funds are needed sooner, we will try to expedite the approval process. For information on meeting dates or the F.O.R. Kids PTO, please refer to friendsofrandomlakekids.weebly.com . Thank you!



Contact Info

Contact Name *

Laurie Lundgren

Contact Phone Number

920-994-2498 ext 1536

Contact Email Address

llundgren@randomlake.k12.wi.us

Date Submitting Request

MM DD YYYY

04 / 25 / 2017

Donation Information

Amount of Donation Being Requested

500.00 (if funds are available 750.00)

Date Funds are Required

MM DD YYYY

05 / 30 / 2017

Who Should the Check Be Made Out To?

Random Lake Middle School

Cost Per Student WITH Donation

27.50 / \$18 with \$500 donation/13.50 with \$750

Cost Per Student WITHOUT Donation

☒ Option 1

Grades Involved (check all that apply)

☐ 4K

☐ 5K

☐ 1st

☐ 2nd

☐ 3rd

☐ 4th

☒ 5th

☐ 6th

☐ 7th

☐ 8th

☐ Other: _____

Description of Request

Please describe what you will using the funds for and who will benefit from the funds. Include any items you will be purchasing and the approximate cost of each.

This is an excellent hands on learning experience that ties directly into our science curriculum. Day One- Students will partake in a canoe tour of the wetland learning about the natural history, and observing biodiversity and ecological interactions within the area. Discussions will be generated around key concepts including: succession, ecosystems, community, food chains, wetland functions and more.

Day Two - The second day the students will use the scientific method to determine if the marsh is a healthy ecosystem based on macro invertebrate sampling and identification. Students will also participate in activities that demonstrate the relationship of predator and prey, and competition.

What other means do you have to obtain funds for this program?

We have already received a grant to lower the cost of the Marsh from \$25 per student to \$19. The added cost is busing which is a total of \$439. The activity fund does have some funds but we are trying to save some of that money for the end of the year incentive prizes for PBIS.

If you have held this program in the past, where were funds obtained for it?

We did go on this field trip last year and the funding came from the same sources; the grant from the Sheboygan Marsh, For Kids and Middle School Activity Fund.

Questions or Comments ?

Do you have any miscellaneous comments or questions for the F.O.R. Kids Group either about this request, the organization? How can we better help you and the Random Lake students?

We so appreciate all of the hard work and dedication that you put in to benefit our students. I know it is the work of a few that service many but please know that your time and efforts are putting smiles on many faces. YOU ARE MAKING A DIFFERENCE IN MANY LIVES!

How to Submit Your Request

You may contact Carrie Rydzewski, F.O.R. Kids' Secretary at 262-353-5910 with any questions. Completed forms can be emailed/shared with friendsofrandomlakekids@outlook.com . We will review the form at our next monthly meeting and will vote on the donation. You are welcome to attend the meeting or any of our monthly meetings. We will contact you with any questions and/or approval status of your request. Requests should be made at least 2 months prior to the date the funds are needed. If funds are needed sooner, we will try to expedite the approval process. For information on meeting dates or the F.O.R. Kids PTO, please refer to friendsofrandomlakekids.weebly.com . Thank you!

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Google Forms

F.O.R. KIDS

ANNUAL BUDGET

SCHOOL YEAR: 2017-2018

Income		Budgeted
Box Tops		\$500.00
Color Run		\$6,000.00
Daddy Daughter Dance		\$500.00
Fun Fair?		\$2,000.00
Mother & Son Event		\$100.00
Movie Night		\$100.00
Penquin Patch		\$361.49
Spirtwear		\$100.00
TOTAL INCOME		\$9,161.49
Expenses		Budgeted
Administrative Professionals Day		\$75.00
Back to School Lunch		\$250.00
Battle of the Books Prizes		\$220.00
Birthday Books		\$250.00
Character Education Week (Middle School)		\$300.00
Elementary Field Day		\$200.00
Fee for Moneris Credit Card Device		\$59.40
Field Trips Elementary		\$2,068.00
Field Trips Middle School		\$1,927.00
Liability & Bonding Insurance		\$410.00
Miscellaneous Supplies		\$100.00
Playground Equipment (Box Tops Check)		\$284.40
Postage		\$50.00
Printing		\$25.00
Reading Challenge (Jenni Tamblingson)		\$500.00
Red Ribbon Week (Elementary School)		\$500.00
Science Fair		\$200.00
Teacher Appreciation Lunch (May)		\$200.00
TOTAL EXPENSES		\$7,618.80
VARIANCE		1,542.69