Portage Lake Center PTO, Inc.

Monday, January 16, 2023 6:30 meeting (MINUTES)

**Board Members in Attendance:** Christy Szekely, Amanda Molitor, Colleen Ruggiero, Jessica Biggs, Amanda Osborn, Erika Shoemaker, Kaitlyn Hicks, Ken Slocum, Maggie Campbell, Rachel Lafler, Rachel Myland, Tiffany Irvine

**Board Members Absent**: Erin Kissinger, Kassidy Niuwenhuis, Kayleen Grand, Laura Bedore, Maggie Piotter, Sam Loker, Sarah Blum

**Teacher Representatives in Attendance:** Alex McCullough, Summer Walker, Ashley Palmer-Vance

**Guests Present**: Kyle Campbell

**Call to order**: Christy at 6:35pm.

**Secretary’s Report**: Approval of November minutes. Motion to approve by Tiffany and second by Amanda O.

**Treasurer’s Report**: Some variance due to checks not being cashed yet. Colleen has a few checks to add for reimbursement still. Motion to approve by Ken and second by Amanda M.

Budget Update: Budget has been cleaned up. Expenses for events have been updated. Keeping 5th grade camp as a line item for now because we don’t know if the district will continue to fund this. We have about 29,000 left to go out in expenses. Staff appreciation budget was increased to $1000. We have about $3500 in excess to spend. There was also discussion during this time about increasing dining out dates brought up by Kyle Campbell.

**School News** by Alex: Welcome back! The school has put down the down payment for the therapy dog. Placement is likely to happen next year. The outdoor classroom proposal was turned over to an architect firm and Alex is hoping to have the quote and proposal before the next meeting. This week is the end of the semester. Report cards will be coming home soon. Benchmark testing begins again next week.

**Old Business**

Dining Out: We have Jersey Giant coming up on Jan 24th, Looking to do a February date with Ritter’s.

Movie Night: First movie was cancelled due to a snow day. It has been rescheduled for February 10th. December movie night went well but the high school volunteers were not good at managing the intermission time. We are going to run without an intermission this time and see how it goes. The movie shown will be SuperPets. All unopened food that is extra will be returned.

STEM night: Kids loved it and overall the event went really well. We need to rework some of the flow for next year because certain activities caused a bottleneck or larger crowds. Feedback from businesses and groups participating was that the event was good, they were glad for pizza provided. Suggestions to move the event to a different date because it is so close to the district event. Event came in well under budget due to many donations and Erbelli’s giving a steep discount on the pizza.

**New Business**

Family Game night: January 27th. There will be games set up on tablets in the gym and cafeteria. Plan to lay out games by category. Rachel will send out another email to get volunteers to let us borrow their games. Will need a few people to help with set up and clean up.

Battle of the Books: Team names have been confirmed and practices are happening. Hoping to be in the gym by 6:10pm on 2/13 to get team pictures taken. Battle will start at 6:30pm. Parents are allowed to watch the battle. Notepads for the teams are on order. Grand Battle is 2/20.

Skate Nights: Jan 19, Feb 23 and March 23. All are $9.50 for quad skates and $4 extra for inline skates. Watching is free. Need a minimum of 60 people for each date.

Family Sock Hop: Date was changed to 3/11. Set up will begin on 3/10 at 5pm and continue on 3/11 at 2pm. The DJ has been booked. Looking into activities and a popcorn bar.

Spring Spirit Wear: Plan is to do more spring colors depending on availability. Hoping to be able to have orders in either right before spring break or right after spring break.

Spring PTO calendar review and confirmation – Moved to February meeting.

Nominations for 23/24 school year: Executive nomination form will be passed out in February. Voting will take place in March. General board nominations will happen in March and voting in April. We can vote to change these dates to April and May depending on nominations and if we need more information.

**Teacher Requests**

1. Request from 3rd grade teachers for $2920 for busing and $328 for museum tickets for the field trip to Lansing on Friday June 2. This is something we always pay for, so no vote is needed.
2. Mr. Cram: Requesting a shop vac and extension cord for the art room. Even when he prepares materials, students still sometimes spill or make a mess and it would make clean up quicker and more efficient. He asked for $50 for shop vac and $7 for cord (no tax included in request). Tiffany motioned to approve up to $65 for the purchase. Rachel M. seconded the motion. Majority vote in favor.
3. Mr. Cram: Request for $130 for building sets for students who finish their work early, but are not interested in drawing books. Requesting 4 sets of magnatiles and 4 sets of lego bricks. Ken motioned to approve up to $140. Amanda M. seconded the motion. Majority vote in favor.
4. Mrs. Rhoton: Requesting $500 for frames to switch out artwork in her classroom. She is asking for the money to purchase each student in her a room a frame. There was discussion to leave this request for next meeting. This is not something we usually would purchase for a classroom. Also, this might open the door to several other similar type items that may not necessarily benefit the students or the school. Alex was going to bring it up at a future meeting as well. No vote was taken on this item.
5. PTO request from Erin and Christy: The vending machine for books has fallen through. We have a $1000 directed donation for books. They are requesting $2000 additional money to spend on books for each student. There was a large discussion on this item. Alex brought up that they were waiting for the vending machine to add that as an option for PBIS rewards. They also have been planning to use this as a 3rd choice for Sailor of the Month awards. SEL team is planning to use that as a motivator. (NOTE: The motivator line item on the budget had been reduced to $200. It will have to be increased back to $2000 because the school is planning to use this money.) Amanda M. will reach out to Bookbug and see if they are able to partner with us on this purchase. Scholastic has not been getting back to us and Alex said another school had a large order delayed and cancelled. This item was not voted on at this time, pending further information.

**Upcoming Events**

Jan 19 – Skate Night

Jan 24 – Jersey Giant dining out

Jan 27 – Game Night

Feb 6 – PTO meeting

Feb 10 – Movie Night

Feb 13 – Battle of the Books

Feb 20 – Grand Battle

Feb 23 – Skate Night

Feb 24-27 – Mid Winter Break

March 7 & 9 – conferences

March 11 – Sock Hop family party at PCHS

March 13 – PTO meeting

March 17 – No School

Mach 23 – ½ day, skate night

March 24-31 – Spring Break

**Comments, Questions, Concerns?**

**Checks: All Checks MUST be made out to Portage Lake Center PTO, Inc.**

**Next Meeting – February 6, 2023 at 6:30pm in the Media Center. Childcare provided**

**Deadlines: February newsletter Friday, Jan 20. Executive board nominations start 2/6**

**Meeting Adjourns: 7:50pm** motion Tiffany, second Maggie C.