

# Portage Lake Center PTO, Inc.

Lake Center Elementary

Monday, October 10<sup>th</sup>, 2016: 6:30 meeting



**Executive Board in Attendance:** Maggie Piotter(President), Sarah Overholt(Vice President),  
Connie Nelson(Treasurer), Kristen Weaver(Secretary)

**Staff in Attendance:** Kelly Jensenius, Ashley Vance

**General Board in Attendance:** Robin Brendlinger, Rachel Bryant, Emily Cottingham, Toyin Daranijoh, Lora Darrah, Kim Evans, Nicole Gutshall, Melissa Nicola, Stephanie Norg, Tony Pallo, Stacie Sokolowski, Tara Chumita, The Cottrells

**Members not in Attendance:** Marci Mungovan, Julia Warner, Stephanie Tangeman, Kellie Schnell, Angie Layne, Melissa Divan

## Agenda

Call to order – meeting called to order at 6:35

Secretary's Report-approval of September minutes – Lora Darrah motioned to accept minutes as written. Rachel Bryant seconded.

Treasurer's Report – Savings account has \$10,014.43 and PTO manager matches. Checking account #2 has \$7,275.70 and account #1 has \$4,691.20 and PTO manager shows \$4,828.73, difference of \$137.53.

School News –

WIN groups are up and running for math and reading

EduStaff is looking for substitutes so if you know anyone please refer them.

We have some half days coming up and they are for extra training for our staff.

Halloween parade will be in the back. Parents may walk around the back without checking in but have to check in at the office if they are staying for parties.

Kjerste Boesen is getting married. We will be getting her a gift card for World Market.

## Old Business

- Open House & Scholastic Book Fair – Book Fair went well and we purchased kinetic wiggle chairs with the proceeds from the Book Fair and items for STEM. Cookies went fast and we purchased 2 platters.
- Spirit Wear – Orders due soon. If enough interest in coral shirts, it is a possibility.
- Mileage Club – Purchased colored sticks. The kids really like them.
- Picture Day – Picture Day went well and pictures should be in soon.
- Turtle Trot – Considering the weather, it turned out well. Rain date discussion to be discussed with Kelly Jensenius next year. Logos are really cute and kids will be able to vote soon. Rachel Bryant to figure out how to enhance them for print. Counting begins this week.
- Box Tops – Kim Evans made packets for all of the teachers to give to parent volunteers. They went home Friday and due the 23<sup>rd</sup>.
- Volunteers – If volunteers have signed up, please contact them. We don't want to discourage parents from helping.
- Approved Requests – Email requests were voted and approved by 18 votes. Thank you.

## New Business

- Budget Proposal – Refer to attached budget spreadsheet.
- Bank Account – Checking #1 & #2 & Savings all set up.
- Special Requests to Date

1. Sumdog: an online Math program with teacher reporting capabilities. Requested for 301 students at \$2 each for a total of \$602 for the following teachers/grades:
  - 1<sup>st</sup> Grade – Trott, Chenery, Koop
  - 2<sup>nd</sup> Grade – All 4 classes
  - 3<sup>rd</sup> Grade – All 4 classes
  - 4<sup>th</sup> Grade – Leverett & Kling

Deb Freiben also suggested adding the reading portions at an additional \$2 per student to be used for WIN, but we are tabling that until we see what needs will be met with other programs.  
Request to cover Sumdog for \$602. Toyin motioned to pass. Tony seconded the motion.
2. 3<sup>rd</sup> Grade would like 2 speakers to come in and speak on native American Culture this fall to go along with their lesson plans to the cost of \$500. They would like to know by Oct 31. Robin motioned for \$300 for teachers to choose which of the two speakers they would like. Stacy seconded the motion.
3. Recess Staff requested the following items(can be used & donated): set of bases for kickball/wiffleball, shelf to store supplies in closet(dimensions 3ft wide x 4-5ftlong, chalk(16 containers for full year of use). Budget of \$200 for recess supplies. After discussion, we will ask for donations.
4. 1<sup>st</sup> Grade
  - a) Balance Ball Chairs – 8 kid size & 3 adult size for larger kids
    - i. \$69.99 for kids & \$99.99 for adult size at Kohl's
    - ii. \$73 per adult size on Amazon
  - b) Playmags for STEM materials: 8-100 pc sets (69.99 on Amazon)
  - c) 100 flashlights for flashlight readin at \$1 each at Harbor Freight
  - d) 300 AAA size batteries for flashlights

This discussions is tabled until after Turtle Trot.

- Communications
  - We will post for your event if you send it to us
  - Please be sure to use newsletter, Facebook and Monday morning memo to promote events & thank you's. We can say thank yous on Facebook to companies that donate but not advertise.

### Upcoming Events

- Science Night- Thursday Oct. 20 – Very exciting new event for LCE. Lots of area companies coming to do demonstrations; lots of activities for entire family.
- Family Fun Night – All dates set up. First one is Great Skate 11/3. We will alternate between Great Skate and Sky Zone this year with a possible Game Night at the end of the year.
- Dining Out – Erbelli's on November 8 from 4-10pm and LCE will receive 20% back. No flyer is needed; just mention LCE when ordering.
- Movie Night – Kelly is checking into if LCE has a movie license. Our first one will be Jungle Book on 11/11. We will try to have teachers survey the classes in the future as see how that goes.
- Conference Dinners – Toyin is expecting to use Olive Garden and Taco Bob's and Carrabba's. Desserts/drinks still needed and will be up on SUG.
- Terracycle – We will be starting collection foil wrappers, hair care bottles, empty toothpaste containers, floss containers, etc. More information to come.

### Comments, Questions, Concerns?

Meeting Adjourns – 8:08pm

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

**Next Meeting- Monday, November 14<sup>th</sup>, 6:30 in the Media Center. Childcare will be provided**

**Upcoming Dates: 10/14- half day, 10/20- STEM night, 10/28-Halloween Parade & half day, 11/3 Family Fun night @ Great Skate, 11/4- half day of school, 11/8- Dining out @ Erbelli's, 11/11- Movie Night,**

## **2016-17 Budget Proposal**

Goal is to present a balanced budget with planned expenses matching planned income with an amended budget post Turtle Trot. Special Requests will be filtered through the Special Gifts account based on overage money available.

### **1. Income**

- a. Bank Interest based on past 2-year average plus increased account % return
- b. Box Tops based on past 3-year average and \$900 +check waiting to be sent
- c. Community Income increased to \$1,000 based on United Way from Pfizer alone at \$800 and new Store programs we are introducing.
- d. Hardings e-scripts has ended and we are not holding the Western Roundup/Raffle this year or the Holiday Boutique. Approx. loss of \$2,200
- e. Concessions- based on undershooting the 2-year average
- f. Turtle Trot is budgeted to net \$24,000 with planned expenses of \$5,000
- g. Anchor Run Income based on 2-year average
- h. Based on 3-year average and pushing to replace lost Raffle Income

\*\*\*All other line items remain the same

### **2. Expenses**

- a. Gifts card line item down to \$250 based on 2-year average
- b. Sales Tax down to \$100 since there will not be any tax from Holiday Boutique
- c. Admin. Supplies expense down to \$150 this year as no major spending planned
- d. 5<sup>th</sup> grade camp is up to \$9,000 based on \$144 per student.  
\*Parents pay \$65 per student, PTO pays \$79 per student. Currently 106 students enrolled in 5<sup>th</sup> grade. Teacher meals are \$6 each x 6 meals x 4 teachers= \$144  
We also allow extra for scholarships. Pat believes they will need 6 this year.  
\$8374 for students + \$144 for teachers = \$8,518 + approx. \$390 for scholarships  
\*\*\*Since the cost has increased each year, we need to revisit in spring!!!
- e. 5<sup>th</sup> Grade Farwell down to \$2,000 until after TT numbers come in. We have spent an average of \$10,600 on 5<sup>th</sup> grade the past two years and if we cap 5<sup>th</sup> grade at \$11,000 per year to prevent cutting other school programs. Suggestion of asking \$5 per student this year and PTO can cover those unable to pay. Or moving forward after this year, we will need to decide the amount parents/PTO will pay for Sherman Lake to make sure we don't see a continued steady increase for PTO – District decision about where to go for camp. More information will be gathered.
- f. Anchor Run Expenses projected at \$2000 average net from 3 years has been \$1500+
- g. STEM night is new this year- plan is to be a break even event. All event costs this year are offset by Donations and Gift Cards
- h. Father Daughter Event- taking away \$300 buffer and plan to break even @ \$1000
- i. Mother/Son Event- taking away \$300 buffer and plan to break even @ \$500/600
- j. Ice Cream Social- cut back to \$350 based on 2-year average and chair suggestion

- k. Staff Conferences- keep at \$300 per conference dinner
  - l. Staff Luncheon- separate this line item and \$400 budget
  - m. Turtle Trot- based on chairs projection of \$5,000 in expenses.
  - n. Childcare- zero out- has not been used b/c of service hours
  - o. Battle of the Books to \$600 per chair suggestion
  - p. Birthday Gifts- set to \$325 based on \$5 per staff and extra for wrap
  - q. K screening books set at \$150 based on last years amount +
  - r. Lake Center Legends set to \$0 as it a break-even but usually makes money
  - s. Magazines- lowered to \$2600 based on current invoices
  - t. Mileage club- lowered from \$500 to \$10 to cover cost of new sticks and tokens are included in Token line item
  - u. Motivator Tokens- up to \$1800 this year, was not in budget last year since they were preordered the prior year
  - v. Staff Requests- down to zero from \$5,000 and requests will be granted based on money available and out of the Special giving account
  - w. Teacher Reimbursements based on \$150 per full time staff and \$75 per part time
  - x. Warm kids up to \$400 based on an additional class and increased student count
- \*\*\*All other line items remain the same.

3. This gets our budget even to \$1 and can be amended post Turtle Trot reporting. We can see how potential new giving opportunities/programs turn out this coming year and see how we feel about income for next year as the year ends.