Portage Lake Center PTO, Inc.

Monday, November 14, 2022 6:30 meeting (MINUTES)

**Board Members in Attendance:** Christy Szekely, Amanda Molitor, Colleen Ruggiero, Jessica Biggs, Amanda Osborn, Erika Shoemaker, Kaitlyn Hicks, Kassidy Niuwenhuis, Ken Slocum, Laura Bedore, Maggie Campbell, Maggie Piotter, Rachel Lafler, Rachel Myland, Sam Loker, Sarah Blum, Tiffany Irvine

**Board Members Absent**: Erin Kissinger, Kayleen Grand

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

**Call to order**: Christy at 6:34pm.

**Secretary’s Report**: Approval of October minutes. Motion to approve by Ken and second by Colleen.

**Treasurer’s Report**: No variance. Turtle Trot money has been counted. More will be coming in this week. Colleen is looking into venmo or paypal for business. Motion to approve by Ken and second by Kassidy.

**School News** by Summer: Turtle Trot went super well. It was a lot of fun to have things back on the track, the music and parents and families cheering. October 28th is a half day and there will be a costume parade outside around the track at 9am. If the weather is bad the parade will be cancelled. Classroom fall parties and Turtle Trot assembly will be that day. Conferences will be virtual again and will be held November 7 and 9.

**Training Notes:** Please try to get along and bring the fun and positivity to your events. Reach out to E-board if needed for help. Fliers can be printed as a full page, but we try to use ½ or ¼ sheets to cut down on copies. Also, please print extras for the office staff to have on hand.

**Old Business**

Legends: Sales are going well. Over $250 in profit so far. Printing costs were much higher this year. We also print copies for the teachers and that cost increased. We may have to look into licensing photo software to be able to open the photos on our own instead of Erin having to run all over to meet with Main St Photos.

Spirit Wear: Order should be in on Thursday. Will have updated total on what we made next time because some items had to be swapped after ordering due to stock issues.

Mileage Club: Three volunteers is the sweet spot. Otherwise going well. Double stick day was a hit! Keychain links were ordered for toe tokens. Ashley recommended a lanyard style chain that was used in the past for the lower el for their toe tokens.

Picture Day: Went well and very smooth. We were done ahead of schedule. Retakes are scheduled for 11/11.

Turtle Trot: Great feedback on event. It was good to see the “real” event happening again. We paid a little more for the DJ than we would have liked, but he did a great job. Photographer was a parent volunteer who did a great job and even made a video which will be shown at the Turtle Trot assembly. Shirts were all covered by sponsorships. We’re anticipating a higher than normal number of top prize earners. The video game truck was a big draw. Top prize event will be held on 11/4.

**New Business**

Dining Out: October 11th at Erbelli’s. Do have to mention LCE.

Trunk or Treat: Kassidy provided a map for the layout of the event. Kayleen offered to help get volunteers for some of the stations. Candy collection is going well. As of right now we have 14 trunks and 150 students registered.

Teacher Conference Dinners: Ken will provide Jersey Giant one night and will figure out the other night.

Folk Dance Night: Amanda O has reached out to Mrs. Ropp but she hasn’t heard back. Need to provide photo backdrop, cider and donuts (if kept same as previous years)

STEM night: Many of the contacts we have are old and the people no longer work at the company. We have 10 companies committed for this year, in the past we’ve had about 25. We are keeping a list for people who may be interested in participating next year. We have a green screen, 3D printers and Oz Bots at LCE that are usually used as well.

Battle of the Books: Timeline was moved up so we will launch this week. Grand Battle is still in Feb 2023. Fliers will go home Friday with info for teams to sign up.

Gift to the School: Outdoor classroom space plans are moving forward. Alex and Summer met with teachers to get input on requirements and extras for the space. Christy and Erin are meeting with Alex Monday to discuss. Alex also got to see plans for some of the outdoor spaces at the other elementary schools under construction to get some ideas.

Comment from Ken: Would like to look into buying yearbooks for students who may not be able to afford them. He will discuss more with Alex and Summer when it comes time for ordering.

**Upcoming Events**

Oct 11 – Erbelli’s Dining Out

Oct 28 – Turtle Trot Prize Assembly, ½ day, Trunk or Treat

Nov 7 and 9 – Virtual Conferences

Nov 15 – Folk Dance night

Dec 13 – STEM night

**Comments, Questions, Concerns?**

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

**Next Meeting – Monday November 14, 6:30pm in the Media Center. Childcare provided**

**Deadlines: October Newsletter 10/21**

**Meeting Adjourns: 7:47pm** motion Christy, second Ken.