Portage Lake Center PTO, Inc.

Monday, October 9, 2023 6:30 meeting (MINUTES)

**Board Members in Attendance:** Ken Slocum, Erika Shoemaker, Colleen Ruggiero, Jessica Biggs, Amanada Bonofiglio, Amanda Molitor, Amanda Osborn, Ashley Esterline, Christy Szekely, Erin Kissinger, Kassidy Niuwenhuis, Laura Bedore, Lauren Bodamer, Rachel Lafler, Rachel Myland, Sara Crill, Sarah Wester, Tiffany Irvine-Chambers

**Board Members Absent**: Katie Rodewald, Olivia Kurajian, Samantha Anthony

**Teacher Representatives in Attendance:** Summer Walker, Chris Stacey

**Call to order**: Ken at 6:31pm

**Secretary’s Report**: Approval of September minutes. Motion to approve by Tiffany and second by Rachel M.

**Treasurer’s Report**: We paid for Orville’s care account this month. Donations for turtle trot are coming in. One line item was corrected to reflect a match for a specific student vs a general sponsorship for turtle trot. Motion to approve by Erin and second by Amanda B.

**School News** by Summer: 5th grade camp went great. Turtle Trot felt like a huge success. Orville even got out and walked his lap, but then it was too much for him and he came back inside. Reports went home last week on the screening assessments done at the beginning of the year. Donuts with Grownups and Walk/Bike to school went well. Looking forward to the first field trips of the year (Gull Meadow for 1st grade) and the Turtle Trot prize assembly at the end of the month.

**PTO Calendar Updates:** The district has now finalized the calendar. Trunk or Treat is now 10/26 and our meeting for 11/13 has been moved to 11/6 due to conferences being held 11/13 and 11/15. As of this point, we don’t see any other conflicts with the district calendar and our proposed PTO calendar.

**Old Business**

Mileage Club – Seems to be going pretty well. The sign ups have been good. Very few times with not enough help signed up.

Picture Day – Lifetouch is contracted by the district so not much we can do to address some of the issues. There was a little hiccup with the set up not being early enough for staff to get photos done. Also, they cannot turn off the flash which was an issue for some students.

Donuts with Grownups – The event went well and was under budget. We had to change the date last minute due to weather and still had a lot more people attend than last year. We needed more volunteers to help. We ordered the same amount of donuts as last year and didn’t have much leftover at all. Looked at new donut options, but decided to stick with what we used last year due to concerns with cross contamination for nut free. There was a sign that gluten free donuts were available, but that could be an area we cut back next year (order a smaller amount) because it didn’t seem like we handed out many. There seemed to be some issue with tokens/stickers being handed out only in the front of the school, area we could potentially help with next year.

Turtle Trot – This year’s event seemed to run more smoothly than previous years. Didn’t seem to be a big interference that we held it on a full day vs half day of school. There were more parents in attendance than expected. Committee is ordering prizes this week. Our total raised was lower than last year, but still over the amount we needed for minimum budget. Discussion was held about top earner prizes and equity of this issue. Looking into the ability to change a child’s target goal for 99 pledges. If possible, it is better for us if families pool donations and write a check or make one large donation through 99 pledges. They charge 3% plus 30 cents per transaction. The DJ had some questionable music choices – we may need to consider having someone else in the future.

**New Business**

Spirit Wear – The store should be open in 2 weeks and will be live for 2 weeks.

Dining Out – Erbellis is set for 10/17. November plan fell through, but Kassidy is working on something to fill that space. Looking at gift card options for December.

Folk Dance Night – 3rd grade folk dance will be 10/24 at 6:30pm. Donation for donuts has been requested. Will need some volunteers to help with cleanup.

Legends – Photos are back Order forms will be going home this week. Teachers will be emailed their digital images for classroom use.

Trunk or Treat – Thursday 10/26 5:30-6:30pm. Have $500 in donations. We have a new plan for the walkthrough path for the event. Discussion about the time frame change. We will stop the line at 6:30 but families in line at 6:30 will still be able to participate in the event. The parking lot gets too dark to be continuing much past 7pm and staff does have a work day on Friday. All of these factors were considered when planning this year’s event.

Family Fun Nights – Skate nights have been set for 1/24, 2/22, and 3/21. Will not be planning a fall event this year due to time constraints and low attendance in years past. Looking into try to coordinate a K-Wings game night.

Teacher request – Deb Frieben requesting funds to purchase supplies needed in K-2nd classrooms. They are early adopters of the new UFLI curriculum and are in need of storage space for letter tiles, whiteboards with lines for writing and clickers for the slide decks. First grade already has clickers so they will not need them. She requested $945 for purchasing these items. Erika suggested we approve up to $975 in case costs had changed and to cover tax, etc. Tiffany motioned to approve up to $975 to purchase learning aids for K-2 classrooms. Sarah seconded the motion. Unanimous vote approved the motion. Mrs. Stacey offered to help figure out which whiteboards to buy because some of the learning groups have stated the lines wipe off after minimal use.

**Upcoming Events**

**10/17 –** Erbelli’s Dining Out

**10/24 –** 3rd grade Folk Dance night

**10/26** - Turtle Trot Prize Assembly + Trunk or Treat

**10/27** – No School

**11/3-** ½ day

**11/6** – PTO Meeting 6:30pm Media Center

**11/7 –** Picture Retakes

**11/13 and 11/15** – Conferences

**11/17** – Family Movie Night

**11/22 – 11/24** – Thanksgiving Break

**Comments, Questions, Concerns?**

**Meeting Adjourns**

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

**Next Meeting- Monday November 6 at 6:30pm in the Media Center**

**Meeting Adjourns: 7:15 pm** motion Laura, second Erin.