

# Portage Lake Center PTO, Inc.



## Monday, November 12, 2018 6:30 meeting minutes

**BOARD MEMBERS IN ATTENDANCE:** Sarah Blum, Lesley Cahill, Tara Chumita, Aggie Cottrell, Tommy Cottrell, Toyin Daranijoh, Kim Evans, Carrie Funk, Jade Johnson, Erin Kissinger, Rachel Millward, Stephanie Norg, Sarah Overholt, Maggie Piotter, Christy Szekely, Kristen Weaver.

**BOARD MEMBERS ABSENT:** Teresa Caron, Melissa Jorgensen, Connie Nelson, Stacie Sokolowski

**TEACHER REPRESENTATIVES IN ATTENDANCE:** Kelly Jensenius

**GENERAL BOARD MEMBERS IN ATTENDANCE:** Sasha DeKam, Sarah Kropp

Call to order – 6:30 pm by Maggie Piotter

Secretary's Report-approval of October minutes. Motion to approve by Tommy, second by Aggie.

All in Favor. Motion approved.

Treasurer's Report – TT money is in. We have \$10,040.94 in Savings and \$45,421.45 in checking for a total of \$44,327.32. We have approximately \$16,000 in leftover overage funds. We are just waiting for employer matching funds from Turtle Trot but the paperwork was submitted. Motion to approve treasurer's report made by Aggie second by Kristen. All in Favor. Motion approved

School News

- First round of STEM club was assigned. There were around 80 students interested. Names were drawn from a hat. Ozobots came in today. Mrs. Vandenberg and Ms. Stiverson are excited to get started.
- Parent satisfaction surveys came out.
- Report cards went home today. Conferences are this week.
- Special ed teacher Natalie Hanson got married and moved so has decided to resign. A teacher was interviewed last week – Misha King has taught special ed for 6 years and is excited to come to LCE. We have added a ½ time special ed teacher. Michelle McGuigan will take this position on part time. Still trying to hire a paraprofessional.
- Random act of kindness – Captain's Crew helped hand out cups of coffee for parents dropping kids off in the morning. Coffee was from the new Biggby that just opened on Portage Rd.
- Wednesday January 23 – 6:30-9 pm – Community dialogue about Early elementary and middle school planning. The meeting will be held in the Portage Northern high school commons area.

## Old Business

Box Tops

- All the teachers submitted by the deadline. \$757.70 were submitted. Total from app & summer brings the total to \$925.40
- Box tops aren't on as many products anymore but the app has a lot of bonus offers.

Turtle Trot

- \$42,630 raised by the kids \$6,000 in sponsorship
- Expenses: shirts were less than \$3000. Airway prize pack was discounted. Most of the money will go directly back to the school.
- Y'OPA went great! Yogurt was donated. Limo driver was \$125.

Spirit Wear

- There were 101 total orders. 79 were online and only 22 paper. There were a lot of paper order issues – totals incorrect, not specifying all information for the order
- Sold 92 t-shirts – green was #1 followed by royal. Mitten design was #1 followed by oars. 237 total garments. Close to \$480.
- \$543 in cash and carry items. Sales will go through conferences. Let Jade know if anyone wants to look through the inventory.
- Poor communication with the company, missing items, wrong colors, lost orders. Next year we will simplify the ordering options. T-shirts, hoodies and zip-ups. Maybe do 1 order with a couple pick up dates. Keep designs in rotation for longer so more people have the opportunity to buy items.

- Will look at different companies for the future

#### STEAM Night

- It was an awesome night. We didn't get the Kohl's volunteers because of the time of year.
- Survey was put out to the staff – polled classroom to get attendance feedback. Students either forgot or had something else going on.
- Some new companies came in. Activities were diverse enough to accommodate Y5-5<sup>th</sup> grade.
- Erbelli's and Hardings donated food for the companies and volunteers.
- Look at moving to a different time in October.

#### Family Fun Night(s)

- Harvest Moon Acres was rained/hailed out
- Sky Zone coming up Thurs Nov 29 6:30-7:30 for jump time. Check in is at 6. \$9/hour. Socks are \$1/pair.
- Jan & Feb Skate nights on Thursdays before long weekends

Subcommittees – It was suggested that we form subcommittees to help plan the various events throughout the year.

Subcommittees would be formed in April for the following year so events can be booked on the calendar in June.

- Family engagement committee to look at all the events (movie nights, dining out, mother/son, father/daughter) and coordinate events more easily.
- Fundraising – TT, spirit wear.
- School support – Welcome Back Coffee, Mileage Club.
- Appreciation Committee – Staff and teacher appreciation

#### Dining Out(s)

- Taco Bob's – October \$623 – largest check ever at Taco Bob's
- Culvers – November \$533 from 5-8 pm. 100 scoopie tokens will be coming from Culver's. Tommy suggested using them for Battle of the Books teams
- Chipotle coming up Dec 18: 4-8 pm – 30% back, flyer will be going home Dec 9
- Panera Bread – January 8 flyer needed for this event as well
- Will be looking at Erbelli's for a future event

#### Picture Retakes

- The posing took painfully long for the young kids!
- 3 volunteers suggested

#### Movie Night (s)

- Movie night went well. There were a lot of families. We had a lot of high school and parent volunteers.
- December movie will be Incredibles 2

#### Battle of the Books

- 18 confirmed teams, maybe 20. There are still some kids that are looking for teams.
- book titles released today, Monday, November 12<sup>th</sup>
- Maggie and Kristen went into every classroom this year and information went home to all students.

### **New Business**

#### Conference Dinners

- Erbelli's tomorrow and Taco Bob's Thursday

#### Budget Amendment

- the following changes suggested:
- moved sponsorship up to Turtle Trot
- separate line item for TT shirts
- updated actual earnings
- moved Legends to Income
- increase \$100 each semester for conference dinner – new budget \$1400 for the year
- Camp money is rolled into the field trip budget. Now all 4<sup>th</sup> grade classes are going to the Bonine House. 5<sup>th</sup> graders are going to the Air Zoo. 3<sup>rd</sup> grade going to the Capital.

#### Teacher Requests:

- Painting Request- Up to \$8,000
  - 10 panels at \$800 each to complete hallway installation

- Motion to approve made by Tommy, second by Tara. All in Favor. Motion approved.
- 16 cube chairs (4 sets of 4) by Jen Robinson for support staff to assign as needed.
  - Used to provide physical support, visual boundaries, personal space and increase focus for carpet time, etc.
  - \$728.28 total on Amazon- free shipping
  - Motion to approve made by Sarah Overholt second by Kristen Weaver. All in favor. Motion approved
- Library- \$1500 for book titles not available through Scholastic
  - Kelly has approved this list submitted to us.
  - Motion to approve made by Tara, second by Tommy. All in Favor. Motion approved
- Regal Reading/Writing Center requested by Bonine/Riggins class
  - Teacher work station to use for routines and mini lessons and meetings.
  - Amazon \$265.99 with free shipping
  - Motion to approve by Stephanie, second by Toyin. All in favor. Motion approved.
- 6-8 15 inch Hokki stools for Ann Rutten's class
  - Hokki stool is \$107.95
  - Wobble Stool is \$44.95 – these are the ones we purchased for 5<sup>th</sup> grade
  - Motion to approve 8 Wobble Stools made by Tommy, second by Kristen. All in favor. Motion approved.
- Bathroom Stall inspirational quotes
  - 20x30 inch adhesive
  - \$5 each or sets for \$20
  - Approve upwards of \$250 (IF we do bathrooms and classrooms)
  - PTO would like to gift the school
  - Motion to approve by Kristen, second by Tommy. All in favor. Motion approved.

#### Yearbook - Jade Johnson

- Can submit pics for the yearbook into the app. Staff is also participating
- Can share with any parent here at the school.
- Theme is "The Greatest Show". This will be the last cover contest. Cover needs to be submitted Dec 14.
- Online ordering is available. Paper order forms will go home with students this week.
- Can add QR codes to the yearbook with links to a group of photos

#### Upcoming Events

Movie Night- Fri Dec 14<sup>th</sup>

Dining Out- Chipotle, Tuesday, Dec 18<sup>th</sup>

Painting Nights in January

Father Daughter Dance, February 9<sup>th</sup>

Battle of the Books- February 11<sup>th</sup>

Grand Battle- Feb 18<sup>th</sup>

#### Comments, Questions, Concerns?

**Meeting Adjourns – 8:24 pm by Maggie Piotter.**

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

**Next Meeting- Monday, January 14th, 6:30 in the Media Center. Childcare will be provided**

**Deadlines: December Newsletter-11/23**