

# Portage Lake Center PTO, Inc.

## Meeting Minutes

Monday, February 13, 2017: 6:30 meeting

Call to order – 6:37PM

Board Members in attendance: Robin Bredlinger, Rachel Bryant, Toyin Daranijoh, Kim Evans, Connie Nelson, Melissa Nicola, Stephanie Norg, Sarah Overholt, Tony Pallo, Maggie Pottter, Kellie Schnell, Kristen Weaver, Ashley Vance, Marci Mungovan. Parent: Tara Chumita.

Absent Board Members: Emily Cottingham, Nicole Gutshall, Angie Layne, Stacie Sokolowski, Stephanie Tangeman, Julia Warner.

Secretary's Report - approval of January minutes – Robin motioned to approve. Rachel seconded.

Treasurer's Report – Robin motioned to approve. Tara seconded.

- move to remove \$150 Kindergarten screening books line item per cancellation of K screening

School News –

Kindergarten Screening: All students that are 5 years old by September 1 will be in Kindergarten. If they turn 5 during September 2 – December 1 will be in Young 5's unless waived by school.

PLTW/STEM fliers – March 9 – shows what the kids are doing  
6 interns to do Makers Space

First LCE News Broadcast on Friday by Captain's Crew tying in positive behavior.

## Event Business

Family Fun Night

- Roller skating in March

- SkyZone attendance was light

- Great Skate had normal turnout

Dining Out

- Waiting on a couple checks but all has been going well

- Penn Station on Feb 22 – No flier needed

Movie Night

- Kids will choose between Trolls & Finding Dory for March 3

Father Daughter Dance 2/4

- Under budget and great feedback

BOB 2/6

- Went really well. We will not be borrowing chairs next year or using the stage.

PTO Conference Dinners 2/14 & 2/16

- Taco Bob's Tuesday and Olive Garden Thursday

## New Business

PTO Calendar Review & confirmation - confirmed

Executive Nominations

- Form passed out & emailed out

- return to Marci Mungovan via meeting, school mailbox or by email

- per bylaws: Nominations close in 2 weeks' time and nominees will need to reply within 5 days

- Nomination due date: Tuesday, February 28<sup>th</sup>

- General Board nominations in March and Elections in April. Invite nominees to attend! Try to ask parents of younger kids.

## Teacher Requests

- 4x6 foot Magnetic Dry Erase Board with tray for ELL room. – tabled per Kelly

- They would like one that has good quality and will not "ghost" or will hold up and clean well.

- found best deal on Amazon for \$233.11

- same board available at Office Depot for \$240.99 (\$280.99 with \$40 off coupon)

- Library request of \$2,000 for new reading materials – Robin motioned for \$1000 to library. Toyin seconded.

- Ms. Bonine requested \$236.68 to take her class to the Bonine House as a part of their study of the Underground Railroad in Michigan. – Approved to use field trip funds per email vote.
- Teela Renda requested several sensory tools on behalf of the behavior team in the amount of \$391.96. Robin motioned to approve. Rachel seconded.

#### Open Events: (need to be filled)

- Bus Driver Breakfast: Melissa Nicola
- Spring Pictures: Robin Bredlinger, Maggie Plotter, & Melissa Nicola
- Mileage Club: SUG available and Senior Center

#### Spirit Wear 2<sup>nd</sup> Sale Date

- Working on second date

#### Posting of PTO minutes

- we had a request to recant minutes b/c a parent did not want to be able to be googled and connected to LCE
- Upon research, minutes are a permanently saved document for our PTO and our only standing record of all decisions supporting our bank records as a non-profit. They CAN NOT be changed/or altered once they are approved.
- Per our bylaws, our minutes must be posted within 14 days of meeting. It does not say where or how and our bylaws also state that if any guideline is not clear, we will default to "The New Robert's Rules of Order"
- it is not posted anywhere that minutes need to be posted online. Weebly has our minutes back to 2009 posted
- Do we want to remove all minutes off weebly all together or keep Current year or past two years posted online and then we will default to keeping a paper copy as well as archiving to our google drive?

#### Quorum update:

- we had a concern voiced at our November meeting whether we could make any motions based on if we met our Quorum (least/minimum)
- Robert's Rules, our go guide above our bylaws states: "a *quorum* is the minimum number of voting members who must be present at a properly called meeting to conduct business in the name of the group. A quorum should consist of "as large as can be depended upon for being present at all meetings when the weather is not exceptionally bad." In other words, at best, a quorum is just an educated guess."
- Our by-laws state: "Situations which require a vote, except for Amendments to the Bylaws, need a simple majority to carry the motion. Amendments to the Bylaws need a quorum or 2/3 of the executive officers and board members.
- Basically, at any scheduled board meeting we can carry any motions outside bylaws, regardless of total number

#### Upcoming Dates

PTO Conference Dinners- Feb 14<sup>th</sup> & 16<sup>th</sup>  
3<sup>rd</sup> Grade Concert- February 21  
Dining Out Penn Station- Feb 22<sup>nd</sup> 4-8:00 pm  
Battle of the Books Grand Battle at Woodland Elementary  
No School February 24-27, mid-winter break  
PTO Movie Night- Friday, March 3<sup>rd</sup>  
Tuesday, March 7<sup>th</sup>, Dining Out at Culver's  
STEM showcase- March 9<sup>th</sup>  
PTO meeting, Monday, March 13- EXECUTIVE BOARD ELECTIONS & GENERAL BOARD NOMINATIONS  
Sherman Lake, March 15-17  
Mother Son event, Friday, March 24<sup>th</sup> 6:30-8:30

#### Comments, Questions, Concerns?

**Meeting Adjourns** – 7:54 Toyin motioned to approve. Tony seconded.

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

**Next Meeting- Monday March 13<sup>th</sup>, 6:30 in the Media Center. Childcare will be provided. EXEC BOARD ELECTIONS**  
**Deadlines:** February Newsletter & spring PTO event flyer **Friday, February 17th**