Portage Lake Center PTO, Inc.

Monday, March 13, 2023 6:30 meeting (MINUTES)

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

**Board Members Absent**:, Kayleen Grand, Maggie Campbell, Rachel Lafler

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

**Call to order**: Christy at 6:32pm.

**Secretary’s Report**: Approval of February minutes. Motion to approve by Tiffany and second by Rachel M. Also gave a reminder about event summaries and details on spring break social media giveaway.

**Treasurer’s Report**: Colleen got access to the paypal account and the Denso company match was deposited. Motion to approve by Amanda M. and seconded by Kassidy.

**School News** by Alex: Sock Hop went well. Families seemed to really enjoy it. Y5/K night had a good turn out. It was advertised more as a family event, but was geared toward parents so we need to check the wording on that for next year. Conferences and conference dinners went well. KRESA released their calendar for 23-24 school year this week, and we will follow that for major breaks. MSTEP testing starts after spring break. Requesting that PTO provide snacks for students during testing and will get SUG once we have dates.

Executive Nominations & Vote – President: Ken Slocum, Vice President: Erika Shoemaker, Treasurer: Colleen Ruggiero, Secretary: Jessica Biggs.

**NOTE:**

The Executive board will change hands at the new fiscal year, August 1st, 2023. Colleen Ruggiero – Treasurer will carry over into 2023-2024 fiscal year. Ken Slocum - President to release Christina Szekely and Erin Kissinger as co-presidents, Erika Shoemaker - Vice President, releasing Amanda Molitor as past vice president. Those with access to the KALSEE CREDIT UNION bank account include the president (Ken Slocum), the vice president (Erika Shoemaker), and the treasurer (Colleen Ruggiero). We are keeping Colleen Ruggiero on the bank account, adding Ken Slocum and Erika Shoemaker, and removing Christina Szekely, Erin Kissinger, and Amanda Molitor from the KALSEE CREDIT UNION accounts.

**Old Business**

Family Party – Had 74 families attend. Spent about $900 and had $740 in income. Only spent about $160 of the approved $750. Harding’s donated above what we asked for and we had a lot of pretzels and chocolate chips left over. We will use for MSTEP or SAW. Only need to purchase 2 big bags of popcorn for next year based on last two years of events. Had a Meijer gift card left over from spring 2020 boys night event that was used as well. The balance on that will be donated to SAW budget.

 \*\*Thoughts for next event: possibly alternate between activity based and dance based, look at doing in Feb instead of March, not time change weekend or right before a PTO meeting, need to bring extra supplies, look at a different area as a quiet space, possibly look at changing cost structure. We need to promote events better as accessible for all families – you’re welcome even if you can’t pay. Maybe just hand out tickets to those families?

BOB - great event, there was a lot of talking during both our school battle and the grand battle. We ended up with 15 teams participating. Suggestion to have another space for siblings to help noise in the battle space. Need to add 10 second warning to questions, Our top two teams placed 3rd and 7th overall at the grand battle. They are looking for someone to take over as district lead.

Family Skate Nights -We had to cancel the February one due to snow days. Our next one is March 23rd. We were able to schedule a make up date of May 3rd from 1-3 pm.

Movie Night - The intermission was needed as kids were getting a little rowdy. Suggestion to have someone lead an activity from the stage or use a gonoodle or brain break to help get the wiggles out.

Dining Out – The weather wasn’t the best for Ritter’s ice cream. We only made $70. Scheduled again for 6/6 from 6-8pm.

Conference Dinners – Taco Bob’s worked with Kaiti to give us a great discount and they came in and set up a buffet for dinner Tuesday. Ken did sub boxed lunches for Friday. The google form worked well for ordering the box lunches. Teachers were happy with the variety.

Book Donations – Still waiting on 4 books that were backordered or had ot be ordered used because they were out of print. 2 teachers did not request books. Have spent $915.10. Approaching the 4 specials teachers about ordering books for their classes. Christy motioned to approve $85 to cover the balance for the specials teachers, second by Erin, motion approved.

**New Business**

Spring Spirit Wear – We launched the spring sale March 3rd. It’ll end March 25th at midnight. So far there’s lots of positive feedback on the new shirt colors. We had to change the brand, but it is supposed to be comparable. The only cost is the $25 fee for turning on the site again.

Spring Pictures – there aren’t any spring pictures scheduled for this year.

Great Skate – March 23rd from 6-8 and May 3rd from 1-3

Admin. Asst Day -April 26 -Kaiti is good, has what she needs

Mileage Club (Wednesdays apr-may) – Starts again 4/5, Jess will post SUG links on socials, need volunteers but otherwise ready to go when we get back from break.

Staff Appreciation Week - changing dates to 5/8-12 to be consistent with other schools and the dates listed on google.

Pastries with Pals – Change date to 4/26. Need to plan to purchase extra donuts for students who eat breakfast as well. There are 45-60 kids who eat breakfast daily. Plan is to start at 8am. Talk to Jen Kitchen about combining with walk/bike to school day since there is no school on the official date.

Field Day – May 26th. Time to start thinking about how we want to plan this.

Ice Cream Social + Book Fair – May 31st. We are close to being all set for the book fair with Book Bug. We will need to set up everything – need to request tables. Need 10-12 tables. We get 25-30% back in sales. They will bring 2-3 registers but we will need to run them. Need to consider how we’re going to give families in need the free books again. Alex stated we can use student assistance money for this because they have enough to cover lunch deficits. Bookbug will do an Eventbrite for reminders and give away a gift card.

Teacher Requests – none at this time.

*Board Member Nominations DUE Monday, MARCH 23rd*

*3 board members per 100 students- currently allowed 15.84 board members per current student body.*

**Upcoming Dates**

Skate Night – March 23rd

PTO meeting, Monday, April 10th - GENERAL BOARD ELECTION

Mileage Club Starts – April 5

Admin. Asst Day -April 26

Pastries with Pals – April 26

Staff Appreciation Week-May 8-12

Field Day – May 26 (June 1 rain date)

Ice Cream Social + Book Fair – May 31st

**Comments, Questions, Concerns?**

**Meeting Adjourns**

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

**Deadlines:** March Newsletter & spring PTO event flyer **Friday, March 17th**

**Next Meeting- Monday April 10th, 6:30 in the Media Center. Childcare will be provided**

**Meeting Adjourns: 7:51 pm** motion Christy, second Kassidy.