Portage Lake Center PTO, Inc.

Monday, April 8, 2024 6:30 meeting (MINUTES)

**Board Members in Attendance:** Ken Slocum, Colleen Ruggiero, Jessica Biggs, Amanda Molitor, Ashley Esterline, Christy Szekely, Erin Kissinger, Kassidy Niuwenhuis, Laura Bedore, Lauren Bodamer, Olivia Kurajian, Rachel Lafler, Tiffany Irvine-Chambers

**Board Members Absent**: Erika Shoemaker, Amanda Bonofiglio, Amanda Osborn, Katie Rodewald, Rachel Myland, Sarah Wester

**Teacher Representatives in Attendance:** Alex McCullough, Summer Walker

**Call to order**: Ken at 6:32 pm

**Secretary’s Report**: Approval of March minutes. Motion to approve by Christy and second by Kassidy.

**Treasurer’s Report**: All matching for Turtle Trot has been fulfilled. Paid taxes. A few dining out checks have been deposited. Motion to approve by Rachel and second by Tiffany.

**School News** by Alex: The solar eclipse was today and it went really well. All classes went outside and it was a fun day. Progress reports went out already. MSTEP testing begins next week. Signups for snacks were in the Monday memo. A parent survey form from the district went out today as well. Schoolwide communication method is still in progress and will eventually transition off the Facebook group. Survey data from previous years was used to make this decision. All grades are planning field trips. 4th grade is still in talks about changing their field trip.

**Old Business**

Dining Out – Presidential and Jersey Giant were completed. Jersey Giant did not go well. Spring break week was not a good time. City BBQ is up next on April 18. They need $250 in sales to kick back the 20%. There is a code to order online as well. Chipotle is on deck for May. They donate back 25% and we need $150 in sales.

Skate Night – Went well and were well attended. Larry does have an issue with parking if we get a lot of snow. Notes for future to make sure to verify with him week of events.

Family Fun Nights – Rachel M had official numbers. We had 200 tickets set aside and had a very full section, very easy event to run again.

Conference Dinners – Overall, went very well. Need to spread out the stocking of the fridge because it was very empty by Thursday. Event came in under budget due to Ken’s donation of meals.

Family Game Night – Perfect number of people attended for the space and time. A community member donated a bunch of board games to the school the week of the event.

**New Business**

Mileage Club – Starts 4/10. Still need volunteers to sign up to help during recess. Sign ups have been shared several times.

Staff Appreciation Week – May 6-10. Theme is “Sailor Swift” Will need donations and raffle prizes. Also will need daily help with set up and tear down due to committee member schedule changes. Vote held to increase staff appreciation week budget from $1000 to $1500 using the leftover family party budget. Motion approved by unanimous vote.

Book Fair – Discussed week long book fair as a potential idea for next year. Not sure we can get it planned in time for this year. Looking at using Lowry’s again for the spring book fair. Also discussed moving the fall book fair to conference time.

Field Day – Need to make Kona ice station a full time slot this year. Erika will confirm Kona is set for the date. Please send Rachel any other ideas for the event. We do have activities from last year that will be reused or repurposed.

**General Board Election** – all members nominated were elected to the board for the 24-25 school year.

**Comments, Questions, Concerns?**

**April Newsletter deadline –** April 19

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

**Next Meeting- Monday May 13 at 6:30pm in the Media Center**

**Meeting Adjourns: 7:07pm** motion Rachel, second Laura

**Upcoming Events**

4/10 - Mileage Club starts

4/12 - No School – professional development day

4/18 – City BBQ Dining out

4/19 – Stuff animal day – bring dog/cat food for Kalamazoo Humane society.

4/20 – Volunteer appreciation day

5/6-5/10 – Staff appreciation week

5/10 – Student council Freaky Friday – decorate your do, mismatch day

5/13 – PTO Meeting 6:30pm

5/16 – Bike to School day

5/24 – Field Day (rain date 5/31)

5/27 – No school Memorial Day

5/29 – Ice cream social and book fair

6/3 – PTO Meeting 6:30pm Media Center

6/7 – 5th grade ceremony

6/7 – Student Council spirit/sunglasses day – wear your LCE gear

6/7 – ½ day, last day of school