

Portage Lake Center PTO, Inc.



Monday, June 1, 2020 6:30 meeting (MINUTES)

Board Members in Attendance: Christy Szekely, Jill Frazee, Heather Burchfield (Kay), Lesley Cahill, Melanie Carlisle, Tara Chumita, Sasha DeKam, Maggie Plotter, Nicole Reedy, Colleen Ruggiero, Sam Loker, Ken Slocum, Tiffany Irvine, Megan Start, Katrina Miller

Board Members Absent: Erin Kissinger, Autumn Knapp, Sarah Blum, Toyin Daranijoh, Kaylee Grand, Jade Johnson, Kristen Weaver, Liz Gest, Amanda Osbourn

Teacher Representatives in Attendance: Kelly Jensenius, Marci Mungovan, Summer Walker, Lisa Trott

Call to order: Christy at 6:30 pm

Secretary's Report: Approval of May minutes approved by Tara first, Lesley second

Treasurer's Report: Four checks pending. Marci has informed teachers that we are still missing receipts for reimbursements for teach requests. One check is for 5th grade shirts but the invoice was incorrect so there may end up being another one written, one "Boys Night In" check waiting to be refunded, waiting on a refund for \$200 from Airway for 5th grade farewell and we received a deposit from Amazon Smile. Approved by Jill, second by Colleen.

School News: Thinking of doing a virtual dress up week for this final week. As a district we are starting into "what the fall might mean", going over options on the district level. Leadership team was pulled together last week so that we can get started with conversations for next years' plan which will also include parent input. If anyone has any ideas or topics of conversation or concern they want heard, feel free to let Christy or Jill know. Will be starting with determining what the gaps from last year to the next school year look like for the kids. Curriculum team is working together to create a "Teach Camp" rather than "Tech Camp" for the teachers to accommodate necessary changes and modify the foundational work that teachers are working with.

Old Business

Words of Wisdom from outgoing board: skipped because there was no one in attendance that will be leaving the school.

Event Chair Review: No questions or issues with assigned events.

New Business

5th Grade Farewell:

- Will be June 10th, but we are not doing Airway Lanes party due to social distancing. There will be a drive through and get your certification from 6:00 pm until 7:00-ish. Drive through will be by class. Jill, Christy, Heather, Ken and Maggie will be volunteers for this event. Parents will pull through the bus loop and traffic cones will be used to indicate the teachers' names for lineup. Two helpers will make sure cones get moved behind the last car in line. Jill will let us know what order the cars are parked in and Christy will order the certificates. Two helpers will run back and forth. The parents will be planning decorations and there will be some at the top of the drop off loop. Lynneea Brown will take a photo of each student with their teacher as they are handed their certificate. Each student will also be given link access to the "5th grade video" via YouTube (this will be a private video and can only be viewed by those that have the link). Kelly is reaching out to the resource officer to make sure that we have assistance for Portage Road traffic and safety. Weather is projected to rain, but we will continue and just make changes as necessary. Potentially have parents line up in parking lot instead of bus loop... waiting to hear back from Portage safety on this.

Budget Status:

- Things most likely will look different next year, use budget to help with classroom safety. Might change budget around. We did not spend as much money as expected due to COVID shutdown. 5th grade camp might look different and field trips might be cut out so we could potentially use that extra money on sanitizers, etc. Vote to approve will be at our August 17th PTO meeting.

Requests:

- flash drives 1G, 100 of them for \$234. 1G should be enough storage. Need to know if the slideshow is done and who will be putting the video on all (80) of these flash drives. Cost can be covered through 5th grade budget since it will likely not require as much for the following year with all changes. If we send the video via YouTube kids and parents can watch the video on their phone, download to their PC's, etc. and it is free to upload to YouTube. Only those with the link will be able to view the slideshow. – NOT doing flash drives, will do YouTube.

Summer Projects:

- Received 35 art submissions for the 4th and 5th grade hallways. Question: how do we want to handle a family paint night to finish the hallways. Could possibly do it during art class with the younger students considering the older kids had their opportunity. Or maybe use the library with small groups of kids for 1 or 2 days to give the kids the opportunity.

Rewrite/Amend Bylaws:

- Jill is working really hard with our event files and she organized all of the event paperwork and contacted those that need to submit documents. Christy will be sending out invites to the new PTO board members so that they will have access to the PTO Board Binder on the Google Drive. This binder will provide information and documentation for all past events so any questions you have should be able to be answered via the board binder. If anyone does have any questions/concerns, please feel free to get in touch with any of the executive board members or veteran board members and they will be happy to help.
- STEM night will be October 13th.

*****HOUSEKEEPING*****

-PLEASE complete and turn in Event Summaries for this past year!

It helps us create our budget and helps our incoming chairs!

-return any files or event materials to Christy or Jill when you can!

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

Next Meeting- Monday August 17th at 6:30 pm via Zoom.

Deadlines:

Meeting Adjourns: at 7:10 pm (no motions)