Portage Lake Center PTO, Inc.

Monday, June 6, 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 Campbell, Maggie Piotter, Rachel Lafler, Rachel Myland, Sam Loker, Sarah Blum, Tiffany Irvine, Sara Crill, Amanada Bonofiglio, Samantha Anthony, Katie Rodewald, Ashley Esterline

**Board Members Absent**: Kayleen Grand

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

**Call to order**: Christy at 6:33pm.

**Secretary’s Report**: Approval of May minutes. Motion to approve by Rachel M. and second by Ken.

**Treasurer’s Report**: Field day and staff reimbursements, several field trips all paid for this month. Motion to approve by Kassidy and seconded by Maggie.

**School News** by Alex: Thank you for a great year! With PTO support we were able to bring back a lot of field trips and fun activities. Mostly positive feedback from families. We have multiple field trips that happened last week and this week. We were able to try new field trips for certain grades and able to tie into things they’re learning which was a hit. 5th grade ceremony will be Friday AM and clapout will happen after. Senior clapout happened last week – we had one of the highest attendance rates! All 8 elementary schools took part this year. Field day went really well. Time at each station was good. Testing reports will come back this week and report cards and supply lists will go home mid/late June. Teacher placements will be mailed in August.

**Old Business**

Pastries with Pals– Went ok, maybe add coffee and music next year. Harder to find peanut safe donuts than we originally thought. Gluten free option was appreciated. Coordination with Bike to School and a before school event allowed a lot of parents to come who may not attend school events otherwise.

Dining Out – Presidential Brewing – made $98. They gave us credit for all kids meals during the time of the event since very few families mentioned LCE. Not great attendance (consensus was hard with spring sports).

Field Day – Went really well. Good weather and kids had a great time. Kona Ice needs to be its own station if we repeat. 1.5 hours was a good amount of time for classes to be outside. Consider moving speaker placement – it was hard to hear announcements. Suggestions for next year: Bullhorn for switching, big schedule for parents and volunteers to see where to go, info to teachers earlier so they can prep younger grades, more water balloons, stations with multiple activities need more than 1 leader.

Ice Cream Social – We ordered ice cream from Chartwell’s and they refunded us the tub we didn’t use. Lots of popsicles left over that were donated to 5th grade party. Had a lot of toppings left over from other events so we only needed a few things donated. Came in under budget. It was busy from 8-8:30 after sports. 2nd ice cream station was very helpful in keeping lines moving.

Book Fair – Only off by $52 which was great! Probably due to small items that didn’t scan. We will have a sheet of barcodes for small items next year. Bookbug did great picking out selections, they did add a note to increase picture books to a full table next year. They will be getting our check to school shortly. We gave out 18 vouchers for 2 free books to students in need.

5th grade Celebrations – Shirts came in today and will be passed out to teachers tonight. Want to get a photo of the class in the shape of 2030. Many parent volunteers will be helping at Airway. Set up will begin Friday at 8am for the ceremony. Celebration begins at 9:30. Christy decided to purchase a reusable banner this year instead of the one with the year on it. We have many decorations that are able to be reused and do not require a lot of setup.

**New Business**

Ritter’s Dining Out – June 6 6-8pm. Must mention LCE, giving 30% back.

End of Year Luncheon – Ken has everything set. Bringing in subs

Staff Appreciation Week – Lots of good feedback. Definitely would like to see more prizes. Kids liked to see Vern coming around to surprise staff. SUG addition of money donation was helpful. We were able to purchase a Keurig for the breakroom and got pods donated.

Thank yous and Hand off to Ken

Event choices – Handed out, there were many factors involved in making the decisions. If you aren’t on an event you wanted to help with, you still can help! Please talk to Ken or Erika if you have any questions or issues with assignments.

**Comments, Questions, Concerns?**

**Meeting Adjourns**

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

**Deadlines:** August Newsletter: August 18th

**Next Meeting- Monday August 14th at 6:30pm. Location TBD**

**Meeting Adjourns: 7:34 pm** motion Rachel M, second Erin.