Portage Lake Center PTO, Inc.

Monday, August 14, 2023 6:30 meeting (MINUTES) – board only meeting

**Board Members in Attendance:** Ken Slocum, Erika Shoemaker, Colleen Ruggiero, Jessica Biggs, Amanada Bonofiglio, Amanda Molitor, Amanda Osborn, Ashley Esterline, Christy Szekely, Erin Kissinger, Kassidy Niuwenhuis, Katie Rodewald, Laura Bedore, Lauren Bodamer, Olivia Kurajian, Rachel Myland, Sara Crill, Sarah Wester

**Board Members Absent**: Rachel Lafler, Samantha Anthony, Tiffany Irvine,

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

**Call to order**: Ken at 6:33pm

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

**Treasurer’s Report**: Some adjustments need to be made to last year’s planned budget. We may be able to adjust things more after Turtle Trot. Budget will need to be approved after Turtle Trot funds are in and we know what we’re working with.

**School News** by Alex: Teacher placement letters will go out this week. Open house is scheduled for 8/22. Parents will get communication directly from the teacher if there is a specific meeting time during open house. Negotiations are still ongoing for school year calendar. Skyward access and info will hopefully be updated by the end of the week. LCE will be using ClassDojo throughout the building and will eventually be replacing the Facebook group. We have 2 new teachers starting this year. Building is fully staffed except for recess supervisors. Staff will be back in the building next week.

**Old Business**

5th grade Celebrations – Pizzas were added, but cost was comped for additional toppings, the kids had a great time. We were able to get a drone shot of the class in the shape of 2030. The volunteer who took the photo offered to take the photo again next year.

End of Year Luncheon – Everything went well.

Budget Discussion (year end) – Discussed that mileage club budget will need to be increased due to increased cost of toe tokens and holders. Need to get pricing info to determine what kind of increase we’re looking at.

**New Business**

By-laws & Waivers - pass out and get signed

Volunteer Background check - If you plan on being at the school during school hours then you will need to fill out a yearly background check.  We have forms for you to fill out.  We can take a copy of your driver’s license and turn it in or you can bring it to the office with your ID. You can leave the teacher space blank.

Team Contract -Working together to make a great year!

- Erika and Ken will do our best to make sure each chair has the tools they need and support in any way

-We will respond to communication within 48 hours, even if we have to get back to you.

-Event timelines.

-2 months out: touch base

-1 month out: check in for any support needed

- mtg. before: give us a quick status update and plan

- mtg after: give event Summary: how was budget, highs/lows, struggles/successes

-Event Summaries & financials due at next meeting or 7 days post event per by-laws

- we will follow up if not turned in.

-Meeting policy. You are required to attend a minimum of 6 meetings per year.

-If you can NOT attend the meeting before or following your event, SEND UPDATE

- we will do our best to send out the agenda 5 days prior for you to look over/prepare

PTO Calendar - set until the district calendar is finalized, dining  outs and family fun events to be added.  If anyone has conflicts with their events and can no longer do them please contact Erika and Ken.

Event Budgets + Budget Preview -This is a preliminary budget until Turtle Trot is finalized and we know our true budget.  If you think you need more money for your event please let the exec board know.

-Discussion to give $50 to Box Tops to purchase products on individual receipts to have people scan at Open House.

Communications: Facebook, Newsletter, Weebly, bulletin boards.

Jessica will be doing all Facebook posts and requests and needs advanced notice since she schedules these posts.

Erika will do the bulletin board basic for the year.  If you would like to add your flyer feel free, just make sure to take it back down.  As a reminder Alex and Ken need to approve all flyers before sent out at the school, please give us advanced notice.  Our website has been updated. Sign Up Genius - Jessica has these up to date so far.

Turtle Trot – Need dates from the district, otherwise ready to roll. Slide shows and everything are ready. Need to figure out when Legends are being taken for shirt sizing.

Legends – switched to Lynnea Brown taking photos but the original date does not work for her. Will have to find another date. Will have to purchase a backdrop this year, then we will have it for all future photos.

Grab-n-go breakfast – Date needed to be switched to 8/22 because of open house and staff work day. Will be set up in the downstairs lobby, do have some donations. Have a concern about having enough for everyone.

Open House – Everyone is expected to be there. Please wear a Turtle Trot shirt and grab your name tag.

Book Fair – Need 2 people to man registers for the open house book fair. Using Lowry’s books this time. Bookbug could not accommodate our schedule and is looking to do fewer 1 day fairs. Lowry’s will send cases like scholastic that just need to be opened up. Teachers will get a special discount during the book fair as well. Chris Stacey commented that the owner of Lowry’s is the mayor of Three Rivers and is very invested in schools and teachers – positive feedback because it seemed like the set up was just too easy!

Spirit Wear – Katie went over survey results. Surveys were posted on social media and one sent to staff. People would like notification about sales on social media and email. Orville themed items, athletic wear and comfort over cost were all things requested. Looking at potentially having some cash and carry items at open house. Will have new stickers for sale at open house as well. Katie is looking into potentially switching vendors for the spirit wear.

Mileage Club – email has been Mrs. Kitchen about setup. Sign up genius is ready for posting. In the spring, swag/prizes were given to the top runners and that was a huge hit!

Teacher request – Mrs. Smith requested chair pockets and math games for her classroom. Motion to approve up to $175 made by Christy, second by Rachel M, all voted in favor.

**Upcoming Events - some of these are still TBD since the school calendar is not set:**

**8/22** - Open House, Book Fair, Spirit Wear Sale Starts 5:00-6:30 - new time finalized

**8/22** – Grab-n-go Breakfast

**8/24** - English Language Arts Night at Portage District Library 6:00-7:30

**8/28** - First Day of School for everyone - half day

**8/31?** - Legends

**9/1-4** - No School, Labor Day Weekend

**9/6** - Mileage Club Begins (Every Wednesday at recess in September & October)

**9/8?** -  Turtle Trot kick off assembly, donation envelopes coming home

**9/11** - PTO Meeting at 6:30 pm

**9/15** - Picture Day + Spirit Wear Sale Ends

**9/22** - Turtle Trot (?Half Day of School?) Rain date: Sept. 29th

**10/4 -** Donuts with Grownups + Walk/Bike to School

**10/6** - Turtle Trot Donations Due

**10/9** - PTO Meeting at 6:30 pm

**10/25 -** Picture Retakes

**10/27** - Turtle Trot Prize Assembly (?Half Day?) + Trunk or Treat

**Comments, Questions, Concerns?**

**Meeting Adjourns**

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

**Deadlines:** Welcome back newsletter 8/23

**Next Meeting- Monday September 11 at 6:30pm in the Media Center**

**Meeting Adjourns: 7:45 pm** motion Erin, second Amanda O.