Portage Lake Center PTO, Inc.

Monday, August 15, 2022 6:30 meeting (MINUTES)

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

**Board Members Absent**: Ken Slocum, Megan Start

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

**Call to order**: Christy at 6:34pm.

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

**Treasurer’s Report**: No variance. Lots of reimbursements, taxes, field trips, transferring all to Colleen in Sept. Motion to approve by Colleen and second by Amanda M.

**School News** by Alex: Staff are back Tuesday, letters to families with teacher info should be going out this week. School policies will match new CDC guidelines. Volunteers will be allowed back into the building, but will need background checks on file.

**Old Business**

Fifth Grade Farewell/Graduation: Went really well, families appreciated being able to be there. Clap out was fun. If we had to hold outside again we have some ideas for how to make things better.

Staff Luncheon: Everyone got their own pizzas, teachers really appreciated having the extra to take home.

**New Business**

-Everyone needs to sign and return waivers and background check forms.

Team Contract: We will do our best to make sure each chair has the tools they need to succeed. Please allow us 48 hours to respond, even if its just that we need to check and get back to you. Event timelines – 2 months out: touch base. 1 month out: check in to see if any support is needed Meeting before: quick status update and plan. Meeting after: give event summary including budget, highs/lows, etc.

Event summaries: These are due at the next meeting or 7 days post-event per bylaws.

Meeting policy: If you cannot attend a meeting before or following your event, SEND AN UPDATE, can miss no more than 6 meetings per year.

PTO Calendar: Dates will be finalized soon

Budget will be finalized after Turtle Trot. If you see any issues with your event, please bring them up.

Teacher Request: Ashley Vance and Mrs. Candey requested new chair pockets for their classrooms. Total $529.98. Jessica motioned, second by Tiffany to approve up to $600 for chair pockets. Motion passed. We will order with PTO debit card to try and get them to school before start.

**Upcoming Events**

August 24 – Open House, Scholastic Book Fair, Spirit Wear

August 25 – Grab and Go Breakfast

August 29 – First day of school, ½ day

Sept 2-5 – No school, Labor Day

Sept 7 – Mileage club starts

Sept 9 – Legends and Turtle Trot kickoff

Sept 12 – PTO Meeting 6:30pm

Sept 16 – Picture Day and spirit wear sale ends

Sept 23 – Turtle Trot, ½ day (Rain date 9/30)

Oct 3 – No School

Oct 5 – Walk/Bike to school day

Oct 7 – Turtle Trot Donations Due

Oct 10 – PTO Meeting 6:30pm

Oct 28 – Turtle Trot Prize Assembly, ½ day, Trunk or Treat

**Comments, Questions, Concerns?**

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

**Next Meeting – Monday September 12th, 6:30pm in the Media Center. Childcare provided**

**Deadlines: Welcome back newsletter 8/23, October Newsletter 9/16**

**Meeting Adjourns: 7:40pm** motion Christy, second Erin