

Portage Lake Center PTO, Inc.

Monday, August 16, 2021 6:30 meeting (MINUTES)



Board Members in Attendance: Christy Szekely, Katie Rodewald, Erin Kissinger, Jessica Biggs, Tiffany Irvine, Sam Loker, Amanda Osborn, Colleen Ruggiero, Ken Slocum, Megan Start, Maggie Piotter, Nicole Reedy, Melanie Carlisle, Sarah Blum, Sasha DeKam

Board Members Absent: Kayleen Grand, Katrina Miller, Caitlyn Demmond

Teacher Representatives in Attendance: Lisa Trott, Ashley Palmer Vance, Alex McCullough

Call to order: Christy at 6:32 pm

Secretary's Report: Approval of June minutes. Motion to approve by Erin and second by Colleen.

Treasurer's Report: Money spent for 5th grade celebration, a few teacher requests, and board supplies. Deposit for last dining out. Motion to approve by Jessica, second Katie

School News by Alex McCullough: Email went out today to parents about teachers and supply lists. These should arrive in the mail by the end of the week. Should be on Skyward at some point, but unsure when that will be. Young 5s will be housed at LCE. Covid protocols are still coming from district office, currently we're still following protocols from the end of last school year. First day of school is a half day on 8/30. More info to come for K/Y5 for first day. The office is back open starting today. Student head count currently at 512.

Old Business

5th grade graduation: Drive thru graduation was a success again! There were some minor issues with virtual students coming through and traffic issues. Kids got their certificates and pictures - following up on the pictures being emailed to parents. We need to look at Northern vs Central shirts and having a shirt that represents Portage because we have a small pocket that will go to Northern.

Staff Luncheon: Erbelli's gave larger pizzas than planned. Went very well. Lots of good feedback from staff.

Jessica Biggs elected secretary: Autumn had to step down due to personal issues, majority vote via email.

New Business

-Grab and Go Breakfast: 8/26 @ 8:30am. We got Meijer to donate \$100 gift card for food. Looking to have donuts, bagels, yogurt, fruit, coffee, water, juice or pop. Clarified covid protocols on single packaged items.

-By-Laws & Waivers: In folder/binder. Sign, take a picture and send to Christy or PTO email

Volunteer Background Check: In folder/binder. Everyone needs to sign in case we can go into school, can drop off in office or send to school with your child.

Team Contract-

Teaming up for a great year!

- we 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. Should miss no more than 6 meetings for the 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

Budget projection:

- a few line items expected to change
- Various plans in place for Turtle Trot, but planning for it to happen. If not on 9/24, plan to do the week of 9/27-10/1 during gym time.
- If we can't spend money from Turtle Trot on events, we need to find a big way to give back to school.
 - Sun sails for playground to help with shade suggested by Lisa
- Following up on magazines/readers for classrooms and motivator tokens so those lines may change.
- Money in savings

- \$10k is savings and then planning to keep \$10K in checking to cover camp and then looking to move the rest over to a separate account for teacher requests and revisit budget after turtle trot numbers come in.

PTO Calendar –try to finalize dates by next mtg, dependent on COVID protocols

Event Assignment list

- please be aware of your event budget. The larger events Turtle Trot & Anchor Run will go on a percentage income/expense ratio. Father Daughter & Mother Son are intended to be break even events with an understanding for any uncontrollable circumstances
- If you will go over, each event is allowed 10% grace per bylaws, just notify us and reasons why to help us plan/adjust for future years

Special Election – We now have 3 open positions on the board. Will wait to make a decision to hold any more elections until October meeting to see if we can have some events.

Communications

- Facebook, Newsletter, bulletin boards
- google drive & SUG event links
- *****Newsletter deadlines. 3rd Friday – or week following each PTO mtg.

Sign-Up Genius- we will use this again for events like K/1st lunch help (if allowed), staff appreciation treats, TT, etc.

Meeting Adjourned 8:10pm , Motion to approve: Erin, Second: Colleen

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

Next Meeting- September 13 6:30pm

Upcoming Dates/Events

- 8/28: Grab & Go Breakfast
- 8/3: First day of school (½ day)
- 9/9: Open House