

Portage Lake Center PTO



Monday, August 19, 2019- 6:30pm meeting (MINUTES)

Board Members in Attendance: Christy Szekely, Erin Kissinger, Sarah Kropp, Heather Kay, Sarah Blum, Lesley Melanie Carisle, Tara Chumita, Toyin Daranjih, Sasha Dekam, Jill Frazee, Jade Johnson, Autumn Knapp, Maggie Plotter, Colleen Ruggiero, Kristen Weaver

Board Members Absent: Nicole Reedy, Shannon Underwood

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

Call to order: Christy @ 6:36pm

Secretary's Report: Approval of June minutes to switch officers on account. Motion to approve by _____. Second by _____.

Treasurer's Report: About \$2,600 left over from last year. No variance, everything cleared. We did not receive 5th grade farewell invoice in time. In the bank records, the invoice will be in this current fiscal year; check to Stephanie and Airway. Money for seating has been deducted, and the money for board games. *ear End Performance. Gave over \$20,000 in staff requests. Remained within 10% for every area.* 14 Checks have not been cashed yet for 3,957.76 Motion to approve by Maggie. Second by _____.

School News by Kelly: We received our flexible furniture in the library. We are going to fix the carpet choice. Secretaries came back on Friday so kids are trickling in. Hired Karen Malita from STEM, Kurt Twitchell – teaching 7 sessions of STEM. Planning on hiring (2) playground workers and a café supervisor. Send all people that are interested to Kelly.

Old Business

Fifth Grade Farewell: Over budget as a result of buying tons of balloons, but did not go over their allotted 10%.

Staff Luncheon: Went well.

New Business

Passed out By-laws & Waivers & Volunteer Background Check (for signing)

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. Make sure to add the date and school year to your even summaries 2019/2020

Meeting policy. Should miss no more than 6 meetings for the year. There are 10 meetings scheduled. 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 – need to finalize dates by next mtg. on Sept. 9th dates need to be finalized by open house! Skate Nights to be added. Lesley – family fun events, will have more info next meeting. Dining Out – needs to cancel and pick a different date. Culvers: October- Panera, November - Jersey Giants, Taco Bobs (Can do Culvers and Taco Bobs and that should make budget). Family movie night was penciled in but might be replaced by STEM night in December. (As a school we would like to try to keep STEM night, Kelly will add into the Monday Memo. Kelly is willing to sit down with anyone who is interested in working on the STEM nights).

Communications: Facebook, Newsletter, Weekly, bulletin boards, Sign-Up Genius, google drive & SUG event links

*******Newsletter deadlines. 3rd Friday – or week following each PTO mtg.**

Event Assignment list - We expect you share ideas before and after event. Box tops, staff birthdays, anchor run, mother/son needs people. Colleen R taking box tops and staff birthdays. Sasha DeKam is helping with anchor run. 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. Anchor Run – Autumn needs some help. Having 3 co-chairs would be helpful. Found 3

people to do this ☺ Mother-Son - Need someone to help. Come back to discuss. Possibly think about doing the same kind of event again...? *Carrie Funk can no longer serve on the board, we need to fill her events: (Colleen is willing to do both)* Box Tops - Moving away from the clipped and going to receipt scans. Collection day in the fall, have parents help and this will be the last one we do "by class" and then in the spring do it school wide. Need to research how we go about receiving the money. Staff Birthdays – each birthday or half birthday we do a card and a \$5 gift card Biggy, etc.

Event Budgets: Need \$1600 for staff conferences. Staff luncheon would be best at \$500.

Budget Projection: A few line items expected to change: Increased the budget for end of staff luncheon by \$50. Field Trips – K-\$1000 2-5 \$2000. Booking field trips in the fall. Adding a line item for Field Day, budget is \$1250 (need to correct on report) – this also needs to cover the cost of Nerdy Derby materials, (replacing parent picnics). Folk Day - \$200 for doughnuts and cider and photo booth. spirit wear – went up to \$350, Jade has a good plan. Budgeted \$29,000 for Turtle Trot, \$4000 for sponsorship, mostly to cover our shirts. Anchor Run we want it to make \$1500. Legends is a "no budget" doesn't typically make money. Change the title of Warm Kids to "Student Support" – budget the help so that Kelly doesn't need to ask us for it. Turtle Trot & Turtle Trot Shirts – change on budget log. Box Tops – lowered due to the new app method.

Upcoming Events:

Fall Clean up- Friday, Aug. 23, 8:30-11:30 - trying to get a hold of Mr. Barnell, need rocks and weeds... or pick up trash.

New Student Welcome Night- Tuesday, August 27th

Grab and Go Breakfast- Thursday, August 29th – Heather's event – likely sticking to yogurt and fruit display

Welcome Back Coffee- Tues, Sept. 3rd

Open House & Scholastic Book Fair- Thurs, Sept 12th: Scholastic book fair, Each PTO member is expected to help out. We will have sign up for shifts as soon as grade level meetings are sent out. Plan on helping in café. Bring cookies to pass – nut free. PTO will plan to provide cookies again as well.

Spirit Wear: T-shirts are dropping by \$5, meaning we can charge \$10 with \$3 profit. Sticking to oars and mittens for logo. T-shirts, zip-ups, hooded sweatshirts, new items- winter hats \$18, head bands \$11, joggers \$33 Setup with this new company is around \$100, but if we continue next year setup will be \$40 - \$50. Would like to have online orders. Paper orders need to be completed in office. Mock-ups will be done on Friday. Store opens - 10/9 through 10/11

Mileage Club- Weds. During lunch hour beginning 9/11. Can those with day time availability commit to at least one Wednesday shift for the year?

Picture Day- Friday, 9/20

Turtle Trot- Friday, 9/27: We are doing a ½ day again this year! Maybe set an all school thing and bring in a mobile field trip, or an inflatable obstacle course for field day. Re-use signs and schedules, will have a DJ again, 2 people doing photos, class photo for each teacher, shirt color will be mint with royal blue or navy. Turtle Trot will be smaller so that this shirt can be a field trip and field day shirt too. Do voting for turtle trot shirts at open house/orientation. Turtle trot bracelets - \$120 to buy for everybody as a reminder to give papers to parents. Rain day is a week earlier. We usually make the collection date on the rain date. 3 weeks to collect money. Ideas to run by Kelly for prizes (liking the more "experience" things): \$25.00 airway gift cards Big Prize: Bowling with the principal to eliminate back and forth, use school buses or charter buses. Popcorn/movie time or lunch with the principal. OR Pizza lunch for principal and teachers.

Dining Outs: shooting for 2 Culvers for the year! Jill is working on getting some scheduled

Family Fun Nights: Skate nights on Thursdays with no school Fridays in Jan & Feb, Apr.

Box Tops: continuing with classroom box top parents to help with counting for the fall, want to really push the app this year, going digital only soon

Terracycle & green school efforts will be continuing with Tara Chumita

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

Deadlines: Welcome Back September Newsletter-8/25; Event Dates- 9/11; October Newsletter-9/22

Next Meeting- Monday, September 9th, 6:30 in the Media Center. Childcare will be provided *Discuss/Mention at next

meeting: Audit- who knows of an accountant we can approach for free/discounted audit? With STEM night being on hold, what will the fall event be? Stephanie will help, but need a chair person. NEED a fall family event for the young families.

Meeting close at 8:08pm: motion by Christy, Kelly 2nd, all Approve.