

Lake Center Elementary-Board only

Monday, August, 22, 2016- 6:00 potluck/6:30 meeting

Board Members in attendance:

Executive Board: Maggie Piotter(President), Sarah Overholt(Vice President), Connie Nelson(Treasurer), Kristen Weaver(Secretary)

Teacher Representatives: Kelly Jensenius, Marci Mungovan, Ashley Palmer Vance, Meghan Glefke

Board: Toyin Daranijoh, Kim Evans, Melissa Nicola, Lora Darrah, Nicole Gutshall, Robin Brendlinger, Melissa Divan, Rachel Bryant, Stephanie Norg, Emily Cottingham, Stephanie Tangeman, Stacie Sokolowski, Tony Pallo

Board members absent: Angie Layne, Kellie Schnell, Julia Warner

Agenda

Call to order – Called to order 7:02pm

Secretary's Report-approval of June minutes – Minutes approved by Melissa Nicola and seconded by Rachel Bryant

Treasurer's Report – Approved by Robin Brendlinger and seconded by Stacie Sokolowski

School News:

Sharon Longman took Chris Dally's job in the office.

Mrs. Wilson taking over for Mrs. Hicks for the first half of the year while she is on her maternity leave

New teacher evaluations this year for the staff.

New chromebooks for 3rd through 5th grades. Two extra carts for K-2.

Start time for school is 8:45am. Doors open at 8:40. Ready, Set, Sail will start at 8:20. End of school day is 3:58pm.

Young 5's at Lake Center this year so no bussing to another school.

8-27-16 Spruce Up will be 9-11am.

Website is new this year and run by Mrs. Baltmanis.

Old Business

Fifth Grade Farewell – Everyone was happy and it went great. Tshirts turned out great.

Staff Luncheon – It was OK but have had better from Chartwell's.

Budget discussion-year end – Went over budget for next year. Added STEM(Science Night) to the budget and adjusted some events.

New Business

By-laws & Waivers – signed and turned in

Volunteer Background check – signed and turned in

Updated Contact list

Event Description list

PTO Calendar –*need to finalize dates by next mtg. on Sept. 12th*

Communications

Facebook, Newsletter, Weebly, bulletin boards

Review event budgets – Adjustments have been made. Changes attached.

Teaming up for a great year!

-team contract

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

Event timelines

2 months out: touch base

1 month out: check in for any support needed

Meeting before: give us a quick status update and plan

Meeting after: give event summary: how was budget, highs/lows, struggles/successes

Event summaries & financial due 1 month post event

Meeting policy. Should miss no more than 6 meetings for the year

If you can NOT attend the meeting before or following your event, please send an update

We will do our best to send out the agenda 5 days prior for you to look over

Budget

Please be aware of your event budget. The larger events, Turtle Trot & Anchor Run, will go on a percentage income/expense ratio. FDD & MS are intended to be break even events with a \$300 buffer built in to allow for any uncontrollable circumstances.

If you will go over, just notify us and reasons why to help us plan for future years

Money in savings

We have \$20K in the bank. What's our plan? Staff to meet, discuss, and gather ideas.

Upcoming Events

Fall Clean up – 8/27 – 9-11

Grab and Go Breakfast – 9-1-16

Welcome Back Coffee – 9-6-16

Open House & Scholastic Book Fair – 9-15-16 – each PTO member is expected to help out. We will have a sign up for shifts as soon as grade level meetings are set out. Plan on helping in the café.

Spirit Wear

Mileage Club – During lunch hour beginning on 9-14. People with daytime availability commit to at least one Wednesday shift for the year or know of anyone who would like to volunteer.

Picture Day – 9-22-16

Turtle Trot – 9-23-16 – We will be having a logo contest for the school this year to update. Envelopes to go home on the 12th. Donations due 10-17. Kick off assembly is on 9-16. Prizes assembly is on 11-11.

Science Night – 10-20 – Need volunteers for this new STEM event.

Dining Outs – planning on Tuesdays

Family Fun nights – planning for 3rd Thursdays

Box Tops – maybe have a room/grade parent to make sure they are cut and counted.

Meeting adjourns – 8:39pm

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

Next Meeting- Monday, September 12th, 6:30 in the Media Center. Childcare will be provided

Upcoming Dates: 9/6- First day of School (1/2 day)/Welcome Back Coffee; 9/8- 1st grade parent mtg; 9/9-Lake Center Legends; 9/12- PTO mtg; 9/13-Kindergarten Parent Night; 9/14-Mileage Club starts; 9/15-Open House and Book Fair; 9/22- School Pictures; 9/23- Turtle Trot

Deadlines:

Welcome Back September Newsletter-8/31; Event Dates- 9/12; October Newsletter-9/23