

Thursday, August 27, 2020 6:30 meeting (MINUTES)

**Board Members in Attendance:** Christy Szekely, Jill Frazee, Erin Kissinger, Heather Kay, Sara Blum, Lesley Cahill, Melanie Carlisle, Tara Chumita, Kayleen Grand, Tiffany Irvine, Sam Loker, Katrina Miller, Amanda Osborn, Maggie Plotter, Nicole Reedy, Colleen Ruggiero, Ken Slocum, Megan Start

**Board Members Absent:** Autumn Knapp, Summer Walker

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

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

**Secretary's Report:** Approval of November minutes. Motion to approve by Tara and second by Colleen.

**Treasurer's Report:** No variance. Pending items are: check withdraw for \$699 PTO insurance, \$5000 grant deposit, a few checks that have not been deposited, roughly a couple hundred dollars, reimbursement for busing. \$1900 in checking account, includes Conrad payment for hallway art work. Insurance covers property damage, embezzlement, etc. \$10k in savings, then planning to keep \$10K in checking to cover camp, then looking to move the rest over to a separate account for teacher requests and revisit budget after turtle trot numbers come in. Motion to approve by Lesley and second by Colleen.

**School News** by Kelly: Monday procedures and protocols were sent out. There will be more procedures sent out soon that parents need to focus in on with stand-out changes. Over 1500 parents have opted for virtual schooling. There will be information for virtual students sent out tonight. Working on balancing out classes and trying to keep LCE students together as much as possible. Hired more teachers. Chromebook pick-up will be on Monday 8/31. Tuesday the goal is to have Skyward up and running and you will receive a welcome letter from your teacher. Wednesday there will be a parent orientation with virtual teachers, Thursday will be student orientation for everyone to get to know each other. Tuesday after Labor Day the virtual schedules will be in effect. In-school has been rearranged; the classrooms, cafeteria, supervisors and their procedures and roles have been changed with new materials ready to go to make these processes run smoothly. Signage has been placed all around the school. Assistance will be needed by teachers and parents with the pick-up and drop-off processes. Lake Center is about 60% virtual and 40% face-to-face. The school has been arranged with very minimal paths being crossed between students. Lunch can be pre-ordered for up to 2 weeks. If you have a picky eater, there will not be a ton of options for lunch and breakfast. Seats will be individually assigned for lunch. Hot lunches will be served to the students cafeteria style.

### **Old Business**

Fifth Grade Graduation:

- Went really well, Maggie, Erin and Christy decorated and setup. A little chaotic for Heather and Christy, but no one seemed to notice. A lot of the kids liked the new drive-thru process. The teachers also liked being able to see the students individually without having to keep track of their own class at the same time.

Grab-n-Go Breakfast:

- Amanda and Megan packaged individual parfait treat bags. They made it really easy for the teachers to get in and out. The food was located in an easily accessible location, it was perfect. Teachers really appreciated the notes and signs ☺ There were additional notes and yogurts that will be given to Kelly.

### **New Business**

Melanie is hoping to do a virtual mileage club. Face-to-face and virtual would be by an honor system and virtual will be by google.

By-law review and amendments

- For these bylaws to pass we need a 2/3 majority:
  - o In the event of a crisis, any parent or guardian with an elementary school aged child who attended LCE can serve on the executive or general board if they have the intent of sending their child to LCE once crisis is resolved - APPROVED
  - o If president resigns and VP is unable/unwilling to take over, the executive board can appoint a general board member to fill the vacancy - APPROVED
  - o In the event that a board member resigns before the fiscal year, an election can be held to appoint a new member - APPROVED

By-laws Waiver & Volunteer Background Checks - Sign and text a pic to Christy.

Team Contract –

- Event timelines
  - o 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/lowes, 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

#### PTO Calendar

- Will create an October virtual event
- Vote for PTO events on hold for the first semester – APPROVED
- Waiting until November to make decisions on some events:
- Turtle Trott
  - Can we do this on a full school day and livestream it? Could our virtual kiddos post some kind of a flip grid showing their running laps from home? Possibly purchase cheap pedometers and a tracking app for families to be interactive and all inclusive?
  - Consensus is that this will be put on hold for now and revisited at a later date.
- Dining Out
  - Maybe still do pick-up/take-outs to boost the local economy and show support for LCE.
  - Ken has ideas for dining outs and social distancing guidelines.
- Virtual Anchor Run...?
- Spirit Wear
  - Cutting out of the budget entirely for now.
- Conference dinners (45 people)
  - Ken Slocum has opted to have Jersey Giants handle this.
- No fall pictures at all

#### Event Budgets

- 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 by-laws, just notify us and reasons why to help us plan/adjust for future years
- Executive board will re-evaluate the events and adjust budgets for discussion at a later time.
- a few line items expected to change:
  - Sales tax will be \$0 due to Legends
  - Admin Week will be cut out since they get celebrated in staff appreciate week (hoping to make this bigger this year)
  - Spirit Wear will be eliminated entirely for now
  - Working on a virtual open house idea
  - We are looking at ways to get materials to kids who are doing virtual, we may be able to keep magazines in the budget
  - Teacher reimbursements - \$150 for each full time teacher and \$75 for each part time teacher
  - Conference dinners can be cut out since Jersey Giants has volunteered to take care of this event
  - Birthdays for staff should remain close to a count of 60, but keep tabs and notify if going way over

#### Marci - teacher/school requests

- Requesting \$350 to include shipping cost for (5) laptop stands for virtual teachers. Motion to approve by Tara second by Maggie - APPROVED

#### Sailors of the week/month

- Need ideas for how to begin this once school gets in motion.
- Create something for virtual and face-to-face for all students to show earnings for each kid. Teachers will be able to add those items for each student.
- LCE news will still be in motion and Melissa Jorgensen is working on how to make this work out.

#### Communications

- Facebook, Newsletter, will not be using bulletin boards this year.
- google drive & SUG event links

**Upcoming Events**

First day of school – August 31<sup>st</sup>

**Comments, Questions, Concerns?**

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

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

**Next Meeting - October 12<sup>th</sup>, 2020**

**Meeting Adjourns: 8:19 pm (no motions)**