

Portage Lake Center PTO, Inc.

Monday, August 20, 2018 6:30 pm



BOARD MEMBERS IN ATTENDANCE: Lesley Cahill, Teresa Caron, Tara Chumita, Tommy Cottrell, Toyin Daranijoh, Kim Evans, Carrie Funk, Erin Kissinger, Connie Nelson, Stephanie Norg, Sarah Overl Maggie Piotter, Christy Szekely, Stacie Sokolowski.

BOARD MEMBERS ABSENT: Sarah Blum, Aggie Cottrell, Jade Johnson, Melissa Jorgensen, Rachel Milward, Kristen Weaver.

TEACHER REPRESENTATIVES PRESENT: Kelly Jensenius & Lisa Trott

Agenda

Call to order – 6:39 pm by Christy Szekely

Secretary's Report – approval of June minutes. Motion to approve made by Tommy Cottrell, second by Tara Chumita. There was an amendment to the March minutes. The bank requested the change of hands of the executive board be added in order to make changes to the board members attached to the bank account. The following was added to the March 2018 Minutes:

The Executive board will change hands at the new fiscal year, August 1st, 2018. Maggie Piotter- President and Kim Evans- Secretary will carry over into 2018-2019 fiscal year, Christy Szekely will take over as Vice President, releasing Sarah Overholt and Erin Kissinger will be take over as Treasurer, releasing Connie Nelson.

Motion to approve made by Toyin Daranijoh, second by Tara Chumita.

Treasurer's Report – Erin Kissinger. \$10,036.17 savings \$16,789 checking. There is a variance due to the starting balance from Kalsee and the PTO manager starting balance. Motion to approve Connie Nelson, second by Teresa Caron.

School News –

- Letter went out to Parents. New teacher training started this week.
- Kindergarten meet and greet is a week from today, Monday, August 27th. New student meet and greet is next Tuesday, August 28th.
- Spruce up Lake Center is Friday, August 24th Maintenance has been around already. Maggie is working on putting the painted rocks up near the book box.

Old Business

Fifth Grade Farewell – It went well according to parents and teachers.

Staff Luncheon – Toyin says it went well. It was ordered through Panera and there weren't enough sandwiches. They ended up ordering more from Jimmy Johns.

Budget discussion – year end, Connie closed out the year in July. There was lot of money leftover from last year.

New Business

By-laws & Waivers – Event summaries need to be turned in by the June PTO meeting. Tommy is suggesting a google form as an event summary

Volunteer Background Check – must be completed and turned in. A new volunteer background check is required each school year.

Team Contract – Make sure that everyone has the tools and support needed to complete the event.

Event timeline – Maggie and/or Christy will be checking in 2 months before the event and then 1 month before. Event chair will give a summary/update of event at the meeting prior to the event and a follow up the at the meeting after. You cannot miss more than 6 meetings/year. If you can't attend the meeting prior to your event, please send a summary for us to discuss at the meeting. Agenda will be sent out 5 days in advance.

PTO Calendar – These are the dates that we have reserved with the school and the district. If there are events to add, try to add on a week that there isn't another event.

Event Budgets - Ice Cream social was tough with the \$350 budget. There weren't a lot of donations this year or gift cards to use. The ice cream prices increased. We will need to buy more ice cream scoops too. Teresa and Connie spent \$419 this year and are suggesting an increase to \$500 for next year.

Budget Preview – Lowering Anchor Run and Box Tops expected income. \$200-line item for PTO subscriptions such as the Smore, the newsletter program, and Sign up genius. 5th grade camp- the district is now paying 50% of the cost. In the past PTO has picked up about \$8000 so it will now drop to around \$4000. It will be \$40/family this year. We are looking to move the extra money from 5th grade camp to field trips. Delete Kindergarten Screen Books line item. Move Legends to income. Motivator token request is 25% higher than previous year – follow up needed with Jen Kitchen.

Communications – Facebook page- Lake Center Elementary PTO page, Lake Center Elementary – Look at us Learn. Newsletter, Weebly, Bulletin boards, flyers. Flyers need to go home the week before the event. Some grades only send papers home on Friday. There is a folder on the Google Drive for every event with information about the event.

Sign Up Genius – We should be able to create event tabs for every upcoming PTO event so people can enter their information for each event.

Teacher Requests – We have \$16,789 in checking. We like to carry over \$10,000 for the school year so we have about \$6700 to spend. Motion to approve payment for Shari Sackett from last year \$150. The check was voided and needs to be reissued.

1. Zones of Regulation - \$400
 - a. Rolling out program to 1st grade. \$100/teacher
 - b. Motion to approve made by Erin Kissinger, Second by Stephanie Norg, All in favor.
2. Art Drying Rack for Faraci (Y5) \$114.71 online
 - a. Can dry 30 sheets at once for many art projects
 - b. Motion to approve made by Teresa Caron, second by Connie Nelson. All in favor
3. Class set of Ukuleles Total \$1638.47

- a. New music teacher request-used them at Central EI for all students for all grades
 - b. 3 sets of 10 @ \$369.99 = \$1109.97
 - c. 30 hangers @ \$11.99 = \$359.70
 - d. 12 tuners (shared) @ \$9.90 = \$118.80
 - e. Possible shipping/additional costs (\$50)
 - f. Motion to approve made by Tara Chumita, second by Toyin Daranijoh. All in favor.
4. 4th grade - \$1199
- a. Ozobot Classroom Kit
 - i. Robots to be shared between all 4 classrooms
 - ii. 1 bot classroom kit (18 bots)
 - b. Motion to approve made by Stephanie Norg, second by Tara Chumita. All in favor
5. Kling (4th grade)
- a. Cooperative and Inquiry based learning games for soft start to the day
 - i. Option A \$183.31
 - 1. Legos \$48
 - 2. Zoobs \$55.50
 - 3. Connectagons \$45.50
 - 4. Keva Planks \$34.81
 - ii. Option B \$319.81
 - 1. All of option A plus the following
 - a. Bloxels Edustarter station: \$49.95
 - b. Chess board teacher: \$9.90
 - c. Chess board: \$6.52
 - d. 10 days in the USA: \$49.95
 - e. Words on the Street Jr: \$19.75
 - 2. Motion to approve made by Toyin Daranijoh, Second by Teresa Caron. All in favor.
6. Second Phase of Art Installment - \$3200-\$4000
- a. PTO would cover the next phase of art panels in the hallway. Last years project took 4 panels at \$800 each. Project could take 4-5 panels
 - b. Looking at it as a parent/student paint event, a night for each student in December and then hung by spring conferences
 - c. Will reconsider at a different date
7. Chris Stacy - \$250 for a set of 2
- a. Portable foam cushions – kneeling pads
 - b. Motion to approve made by Tara Chumita, second by Teresa Caron. All in Favor
8. Shelli Candey - \$80
- a. 2 sets of ABC rubber stamps
 - b. Motion to approve made by Connie Nelson, second by Erin Kissinger. All in Favor.
9. Ashley Vance - \$540.95 shipping \$150.
- a. Art cart storage unit to hold more art supplies
 - b. Mrs. Vaughn and Mrs. Candey's classrooms have the carts in them already
 - c. Kelly found a cart through Scholastic for \$599 but no shipping charge.
 - d. Will put off for now.

Upcoming Event

Fall Clean up – Friday Aug 24, 8:30-11:30

New Student Welcome Night – Tuesday, August 28th
Grab and Go Breakfast – Thursday August 30th
Welcome Back Coffee – Tues, Sept 4th
Open House & Scholastic Book Fair – Thurs Sept 13th
Spirit Wear
Mileage Club – Weds. During lunch hour beginning 9/12
Picture Day – Friday, 9/21
Turtle Trot – Friday, 9/28 (1/2 day)
Science Night – Thurs 10/25
Dining Outs
Family Fun Nights
Box Tops

Comments, Questions, Concerns?

Meeting Adjourns 8:39 pm by Maggie Piotter

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

Next Meeting – Monday, September 10th, 6:30 in the Media Center. Childcare will be provided.

Deadlines: Welcome Back September Newsletter-8/31; October Newsletter – 9/23