

Portage Lake Center PTO, Inc

Meeting Minutes

Monday, August 21, 2017- 6:00 potluck/6:30 meeting



BOARD MEMBERS IN ATTENDANCE: Rachel Bryant, Teresa Caron, Tara Chumita, Aggie Cottrell Tommy Cottrell, Toyin Daranijoh, Kim Evans, Melissa Jorgensen, Rachel Millward, Connie Nelson, Stephanie Norg, Sarah Overholt, Maggie Piotter, Stacie Sokolowski, and Kristen Weaver.

TEACHER REPRESENTATIVES IN ATTENDANCE: Kelly Jensenius, Marci Mungovan, Lisa Trott, and Effie McCarren.

BOARD MEMBERS ABSENT: Sarah Blum, Emily Cottingham, Melissa Nicola, and Stephanie Tangeman.

GENERAL MEMBERS IN ATTENDANCE: Heather and Rex Simpson.

Call to order - Meeting called to order at 6:37 pm by President Maggie Piotter.

Secretary's Report-Motion to approve May minutes made by Teresa Caron, 2nd by Tara Chumita. Motion to approve June minutes made by Teresa Caron, 2nd by Tommy Cottrell. All in favor. Motion passed.

Treasurer's Report - Connie Nelson

- PTO Checking balance is \$13,000.14, PTO Checking 2 is \$419.28 (giving account) PTO Savings \$10,022.74.
- Connie is having difficulty pulling a monthly statement from Flagstar. There have also been checks deposited into a wrong account. We are looking at switching banks depending on check cost and fees. Motion to switch banks made by Teresa Caron, 2nd by Aggie Cottrell. All in favor. Motion passed.

School News – Kelly Jensenius

- Karen Fitz Henry decided to retire this summer. Ben Critz moved to 5th grade leaving a 2nd grade position open. 11 people were interviewed for the 2nd grade position and Jamie Hall was hired. She comes from KPS with about 10 years of experience.
- Ashley Vance due soon and will have a long-term sub for the fall. Katie Hicks is now on long term leave due to pregnancy issues. She will stay home for the year. Chris Stacy offered a 1-year Kindergarten position to replace Katie.
- Ally Leverett had a baby this summer. Amelia Simpson from 12th street will be long term sub. She will be here until after Thanksgiving break.
- Mike Cram is the new art teacher. Summer Walker is the new special education instructor.
- Megan Glefke left to work at KRESA Head start program. Megan Faraci was hired for Young 5's.
- There is a new closed Facebook page to let parents know what's going on in the classrooms. This will allow more communication and open discussions between parents and students.
- There was some painting done throughout the building including the cafeteria.
- Miranda Day is teaching 5th grade at Angling Road.
- Spruce Up day is this Friday Aug 25. There will be mulch delivered.
- Monday Aug 28 there will be a new student meet and greet. There will also be a meet and greet for Kindergarten students. Captains Crew students will be giving students tours of the school.
- We are training a new protocol for school safety called ALICE. Effie, Kelly and Pat Baltmanis went to training and are working with Portage Police to learn how to execute a school lock down. The whole staff will be trained on the protocol and a meeting will be held for parents.

Old Business

Fifth Grade Farewell (Stacie Sokolowski) – It went great. We came in about \$300 under budget. All the students got t-shirts and lanyards. They went to Airway Lanes and had pizza from Jaspars's. No students were left behind and everything went according to plan.

Staff Luncheon (Robin Bredlinger) – It was great, everything was perfect. Meal was catered by chef at Angels Crossing.

New Business

By-laws & Waivers – All information is in the Board Binder and must sign a waiver acknowledging receipt of the bylaws. All board members are receiving a bag with the PTO binders including updated contact information and calendar.

Volunteer Background check – Everyone needs to fill out a volunteer background check form. This needs to be completed every year.

Team Contract -Teaming up for a great year!

- Chairperson Guidelines are in the PTO binder. Sarah Overholt, Vice President, will be the liaison for all events. Sarah is also in charge of communications. She can help with advertising for your events. 3rd Friday of the month is the deadline for events in the following month's newsletter. Send Sarah a quick paragraph to put into the newsletter about your event.
- Staff meetings are the 2nd Tuesday of the month. Send email to Pat or Sharon if you want information sent out to teachers. It's usually best to announce no more than 3 weeks before the event. Can use Facebook, email, PTO newsletter, teachers' newsletters, handouts, Weebly, bulletin boards.
- Event timelines
 - 2 months out: touch base
 - 1 month out: check in for any support needed
 - Meeting before event: give a quick status update and plan especially if you can't make it to the meeting
 - Meeting after event: Event summary and financials due 7 days after event
 - Meeting policy- Should miss no more than 6 meetings for the year

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

Event Assignments

- Everyone has been assigned their events. All the event files and summaries are available. They will be in the PTO file cabinet or on Google Drive.
- Be aware of your event budget. Email Connie with any questions about what was spent last year or what items were bought.
 - If you go over, each event is allowed 10% grace per by laws, just notify us with the reasons why so we can plan/adjust for future years.

Budget Preview

- Warm Kids didn't spend any money out of the budget. We are changing this to a line item to cover any student needs.
- Movie Nights dropping to \$200.
- Bus Driver breakfast taken out of the budget and adding to the Teacher Appreciation Event.
- Lake Center Legends is a break even. Stephanie decreased the quantity ordered so there aren't as many extra. Pictures are available at Open House. They will be taken September 9. Teachers are being asked to encourage students to wear LCE spirit wear on the day of pictures.
- Mileage Club dropped to \$50.
- Money for Staff Requests is going into checking 2. Right now, there's around \$3000-\$4000 available to start the year. Any surplus from Turtle Trot will be added to the giving account after the event.
- Teacher reimbursements - \$150/full time, \$75/part time
- Ice Cream Social dropped from \$600-\$350.

Treasury – checks will be written at meetings.

- If you have a large charge, you can submit between meetings. Ask larger companies to send an invoice so you don't have to cover.

Volunteers – look into Senior Center, high school students

Konstella – This allows Sarah and Maggie to be admins of all of the PTO events. It has a community board that is available for co-chairs to discuss the event instead of emailing back and forth. Sarah has added everyone to their respective events. She has also added the documents from Google drive in each event. This will hopefully give parents easier access to PTO signups and a better idea of what is going on.

This is much easier to use than Sign Up Genius. You can access on the computer or through a mobile app.

Upcoming Events

Fall Clean up- Friday, Aug. 25, 8-12 pm – Bring gloves. Opportunity for high school students to get volunteer hours in

New Student Welcome Night- Monday, August, 28th

Grab and Go Breakfast- Thurs Aug 31st

Welcome Back Coffee- Tues, Sept. 5th – first morning of school

Open House & Scholastic Book Fair- Thurs, Sept 14th – Google sign up will go out after parent meeting times are announced, everyone sign-up for 30 min increments

Spirit Wear – Stephanie will be looking at ordering for Open House. Looking at Car magnets. Spirit Wear is going to online ordering. Samples will be at open house, available to order. Inventory will be put out at Open House as well.

Mileage Club- Weds. During lunch hour beginning 9/13 – Melissa Jorgensen will be leading the event. Volunteers needed for 2 shirts. Younger children are allowed to come with volunteers.

Picture Day- Friday Sept 22 – Melissa Nicola is in charge and it will be in the gym. Lifetouch will be taking the pictures again this year.

Turtle Trot- Friday Sept 29 (1/2 day) Rachel Bryant

- All school assembly is 2:45 on Sept 15 – envelopes will go home after assembly
- 20 min for lower grades and 25 min for upper grades, starting at 9 and going through 11 and will go in grade order (Young 5s-Fifth Grade)
- Rain date Oct 13 also a ½ day – it will be called the morning of
- Thursday night will be key for decorations. Will need help in the morning since there is an earlier start time.
- Looking at a new online donation site and will decide by the end of the week.
- Monday Nov 20 will be prize pack packing and Nov 21 will be the prize assembly
- Changing to a flat donation instead of \$/lap
- Sponsorships – possibly a chair/committee for this
 - Presenting Sponsor for the Turtle Trot and Anchor Run
 - Looking at ordering event day t-shirts at the beginning of the year and having sponsors cover the cost
- Logo shirt will still be a tier prize

Science Night- Thurs., 11/30 Stephanie Norg – all the big companies are coming back this year

Dining Outs – Tommy Cottrell

- Peace Love and Donuts – first ever fundraising event for the store. For every dozen donuts purchased by a family, we will earn a dozen donuts to use as a school function. It would be from Open to close, 6 am-7 pm. Details are still being finalized but looking at the last week in September.

Family Fun Nights – Tommy Cottrell – will start in October

Box Tops – Tara Chumita is chairing this year.

Terracycle – Tara Chumita earned green status at her previous school so she is starting to grow it here this year. Over 3000 Granola bar wrappers were recycled last year. She is looking at changing the bins for this year. We are on a waiting list for a few items: writing utensils, juice pouches. She is looking at tokens for the kids who bring in items for the program.

Grab 'n Go – Looking for game donations available for the teachers to grab for their classrooms, drop off in the office

Comments, Questions, Concerns?

Meeting Adjourns – 8:43 pm

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

Next Meeting- Monday, September 11th 6:30 in the Media Center. Childcare will be provided

Upcoming Dates: 8/25- Fall Clean up; 8/28- New Student Meet and Greet; 9/5-1st day of School (1/2 day)/Welcome Back Coffee; 9/7- 1st grade parent mtg; 9/8-Lake Center Legends; 9/11- PTO mtg; 9/12- Kindergarten Parent Night; 9/13-Mileage Club starts; 9/14-Open House and Book Fair; 9/22- School Pictures; 9/29- Turtle Trot

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