

# Portage Lake Center PTO, Inc.

Lake Center Elementary

Monday, September 10<sup>th</sup>, 2018

Call to order by Maggie Plotter, President, at 6:34 pm meeting



Maggie did introductions of board members as we had many parent guests.

Remember to vote on the top 3 drawings for Turtle Trot art contest before you leave

Secretary's Report – Tommy Cottrell made a motion to approve the August minutes and Aggie 2<sup>nd</sup>. All in favor.

Treasurer's Report – Erin Kissinger gave the treasurer's report for review. There is \$10,037.17 in savings and \$14,954.09 in checking. There is a slight variance because of some uncashed checks. We are trying to keep the balance up at a comfortable number before we find out what the numbers are after Turtle Trot. However, we do have about \$5000 that we are comfortable spending for teacher requests until then.

Aggie Cottrell made a motion to approve and Carrie Funk seconded. All in favor.

School News – Had a great and fun welcome back assembly. Starting assessments K-5 with NWEA in addition to our STAR tests. They will be testing in both reading and math. This will be done multiple times during the year to find out what progress the students make over the year. Meet and greets for Kindergarten, Young 5's and new students went well. Open House on Thursday will have other grade level meetings. The teachers really appreciate all of the requests that we fulfilled. October 10<sup>th</sup> there will be a flu clinic at Lake Center from 4pm – 6pm.

## Old Business

Grab and Go Breakfast: This happened the week that the teachers were back before the students. They loved the selections of food and the drinks.

Welcome Back Coffee: This went well and a lot of families stopped in to meet each other and enjoy a coffee on the first day of school.

Legends photos: These were already taken last week and they will be available for purchase at the Open House for \$5 each. There were also some silly poses taken that will be printed for free for the teachers to distribute. Also there is a large size photo provided to the teachers to display in their classroom. It went smoothly and all of the extra helpers also helped size the students for their free Turtle Trot t-shirts. All students will have the shirts to wear on the day of the Turtle Trot.

## New Business

### Budget Update

We will wait until after the TT numbers come in to officially pass budget. We have \$5000 in excess that we are comfortable making available for teacher requests for now prior to TT numbers coming in

### Teacher Requests

1. Jenn Kitchen, Gym teacher. \$104.63 for gym shoes. These shoes are all plain slide on shoes for when our friends forget to bring gym shoes to school. No lace tying needed or kids fighting over which shoes to pick. Stacy Sokolowski made a motion and Connie Nelson 2<sup>nd</sup>. All in favor.
2. STEAM class/Karen Milito- \$134.40- reimbursement for STEAM class supplies on Observing/recording unit Stephanie Norg made a motion and Erin Kissinger 2<sup>nd</sup>. All in favor.
3. 3<sup>rd</sup> Grade: Spelling City, computer program used for spelling, vocab and writing that matches up with the Journeys book they use in class. Premium membership is \$69.95 for 25 students x 4= \$279.80 Tommy Cottrell made a motion and Erin Kissinger 2<sup>nd</sup>. All in favor.
4. Beverly Ropp: Music teacher is asking for \$100 to reimburse her annual membership for her local music teacher chapter (West Michigan Orff Chapter) for Teacher PDs provide her with workshops and continuing music education. Melissa Jorgensen made a motion and Teresa Caron 2<sup>nd</sup>. All in favor.

5. Zach Brizendine – Asking for 2-3 sets of durable plastic book binders for his classroom. They are around \$49 each so 3 sets would be about \$149.92

Stephanie Norg made a motion and Christy Szekely 2<sup>nd</sup>. All in favor

#### Communications

Facebook is always being updated. The new September Newsletter just went out. Weebly website will be cleaned up before Open House and bulletin boards are getting put up.

DEADLINES: 3<sup>rd</sup> Friday of the month for newsletter (12 days post PTO meeting)

#### Sponsorship

Doing great so far! Our goal is to cover the cost of the Turtle Trot Event Shirts, we have approx. \$2000 confirmed so far and still have 10 companies that have said yes. we are waiting on to get a hard number. It's looking great so far!

#### Sign Up Genius

Please let us know about your SUG needs and we will work with you on getting the SUG set up and put on our LCE tabs. We will be making a "ghost" admin log in so people can have access to creating sign ups for their own event. We can also assign a "sign up admin" to each individual sign up and that can be the event chair so they will get notified when people sign up.

#### Scholastic

Stacie Sokolowski reported that in the last few years we've made almost \$24,000 in sales which has brought 4796 books into the kids hands. Last year was the first time we ran 3 separate fairs. The reason behind this is that the first fair brings 55% in profit, the 2<sup>nd</sup> brings 65% and the third is a buy one get one free with 10% profit. Each teacher will receive rewards for attending the workshop and the teacher preview. We have been able to purchase \$4500 worth of books back for the school library. We have also used rewards to buy furniture such as book organizers, storage units, an art cart, kinetic stools, bookcases, etc.

#### Ways to Give

We will plan to send home information on Opportunities to give to LCE after TT. Carrie Funk is the chair and it will include Box Tops and other reward opportunities like Box Top App, Coke Rewards, Amazon Smile, Direct your Dollars, workplace giving, etc.

#### Kindergarten Lunch Help

There have been a ton of helpers volunteering during lunch which is great!

#### Upcoming Events

Mileage Club- Weds. During lunch hour beginning 9/12 – Most of the first shift is covered for the entire year. We are needing volunteers for the 2<sup>nd</sup> shift 11:45-1:15 for the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> graders

Open House & Scholastic Book Fair- Thurs, Sept 13th

Spirit Wear - Stephanie gave an update and Jade Johnson and Melissa Jorgensen are co-chairing. We are going through American Screen Printing off of Lover's Lane and we have the order form ready to post online. We will have samples ready for Open House. Ordering will be available in paper form and online. There will be a cut off date which we don't have yet. Many options available including t-shirts, v-necks, hooded sweatshirts, quarter zip jackets, long sleeve t-shirts, and a blanket. There was going to be a hat also but there is discussion on how that will work because we might offer that as a Turtle Trot prize level.

Picture Day- Friday, 9/21

Turtle Trot- Friday 9/28

- planning meeting this week

- Kickoff pep rally on Friday at 2:30. We would love some extra bodies to help join our kickoff!

- will need help sorting handouts Thursday and Friday for anyone available to help! The committee is planning on having pom poms for all of the students and it will be live streamed on FB Live on LCE Look At Us Learn group. Hoping that students will come home with their packets super excited about this fundraiser.

- Poster contest vote

- High energy event with DJ & encouraging parents to come cheer the kids on at the actual event!

- Shirts will be ordered this week!

**Comments, Questions, Concerns?** Stephanie Norg needs help with STEM Night. Erin Kissinger will be shadowing so she can take over the event next year. STEM Night is on October 25<sup>th</sup>.

**Meeting Adjourned at 7:38 pm**

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

**Next Meeting- Monday, October 8th, 6:30 in the Media Center. Childcare will be provided.**

**Upcoming Dates:** 9/12-Kindergarten Parent Night; 9/12-Mileage Club starts; 9/13-Open House and Book Fair; 9/21-School Pictures; 9/28- Turtle Trot

**Deadlines:** Event Dates- 9/12; October Newsletter-9/23