Portage Lake Center PTO, Inc.

Monday, September 11, 2023 6:30 meeting (MINUTES)

**Board Members in Attendance:** Ken Slocum, Erika Shoemaker, Colleen Ruggiero, Jessica Biggs, Amanada Bonofiglio, Amanda Molitor, Amanda Osborn, Ashley Esterline, Katie Rodewald, Laura Bedore, Olivia Kurajian, Rachel Lafler, Rachel Myland, Samantha Anthony, Sara Crill, Sarah Wester, Tiffany Irvine

**Board Members Absent**: Christy Szekely, Erin Kissinger, Kassidy Niuwenhuis, Lauren Bodamer

**Teacher Representatives in Attendance:** Alex McCullough, Summer Walker, Chris Stacey

**Call to order**: Ken at 6:31pm

**Secretary’s Report**: Approval of August minutes. Motion to approve by Tiffany and second by Olivia.

**Treasurer’s Report**: Sponsorship checks coming in, turtle trot costs are starting to go out. Reimbursements for BoxTops and teachers. Motion to approve by Rachel M. and second by Sara C.

**School News** by Alex: The year is off to a great start. Things have been smooth so far. Turtle trot kick off went well. Acadience screening finished last week. Fast bridge math is happening this week. Results will be sent to parents in October. Orville started class visits today. Kids have been doing a great job remembering not to pet him and have been using pinkie waves to welcome him back to school.

Note from Ken: I wanted to clarify something from our last meeting.  We do not require or expect you to use personal money for your events.  If you need help staying within your budget please reach out to Erika and I so that we can support you on that.  And a reminder that our budget is not finalized until we know the income from Turtle Trot so that is why we are cautious at the beginning of the year.

**Old Business**

Grab-n-go breakfast – Went well and staff were excited. Need to look into how many staff will actually be in the building on the event date moving forward. Leftovers were put into the staff lounge. Having the date moved to a Tuesday actually allowed for more time for staff to eat leftovers during that week. Ken donated cookies and Amanda O’s family donated snacks for later in the day due to breakfast and open house being on the same date.

Open House – Thank you to everyone who helped out. We made a lot of good connections. Sign up sheets for volunteers have been emailed to chairs for committees.

Book Fair – We did not do as well as we had hoped. Lowry’s was very easy to work with and accommodating of our last minute date. Did around $1300 in sales, we will make about $300 in store credit, slightly less if we take cash. The display cases were hard to see all of the books, maybe look into taking some things out and using table displays next time. We still would like to try and have a 1 week long sale with the help of the library specialist. It was also nice that some of the books were on sale. Scholastic required 2 book fairs per year so maybe we need to consider just doing one with a local company. The school is finally being able to use the Scholastic dollars that we had accumulated and is using them to fund a flexible teacher space.

Box Tops – Goal for open house was 20 new signups, we had 16. Made $24 dollars profit for our school with the sign up bonuses. Sarah purchased items to give away if people signed up and had a receipt for them to scan right then. For reference, we had 7 people scan in June/July, up to 41 in August. The checks from BTFE come twice a year so we will see the first in December.

Kindergarten/1st grade lunch help – Signups are filling in, may need to have a social media blast later in the year after sign ups drop off. The 5th grade safetys are also coming into to help during the first 10 minutes of lunch which has been a huge hit with all of the students.

Legends – Photos went great. There were a few hiccups with using a new photographer but overall, went well. Plan to sell photos at Turtle Trot.

Mileage Club – First week was cancelled due to weather. It will start this week Wednesday. Jen Kitchen is ordering chains and toe tokens this week. So far, volunteer sign ups look good.

Turtle Trot Kickoff – Assembly went well. The kids were very excited. Discussion to possibly record the PTO portion for next year.

**New Business**

Updates to PTO Calendar – Turtle Trot is still 9/22  even though it’s a full day, we are just doing this in the morning.   Donuts with Grownups and walk/bike to school is now 10/5 because of the conflict with 5th grade camp.      Trunk or Treat is now 10/26 due to no school 10/27 as well as the TT prize assembly.

Dining Outs – Jersey Giant and Turbo Chicken are on the schedule. Trying to get some new local businesses into the mix and maybe mix up nights. Erbelli’s is just waiting to confirm a date. Traveler’s Pub is in. Monelli’s, Long Island Café are possible yes – still in discussion. Suggestions to also hit Bella Creamery/Mancino’s and Blue Kitchella/Latitude 42. Also discussed looking at a gift card promo option.

Reminder of how we Communicate -

Facebook, Newsletter, Weebly (website), bulletin board, Flyers (need to be approved by Ken and Alex). Our bulletin board in the entry way is on the left. Erika may not be doing a monthly newsletter depending on how the calendar looks.

Sign Up Genius - all fall events are up at this time.  If you need something changed, contact Jessica.

Sponsorship – Total is currently at $6641. This will cover the costs of the tshirts and some of the prizes for Turtle Trot.

Spirit Wear – Looking to have the sale go live next month. Looking to also set up limited edition sticker designs to sell at in person events.

Teacher request – Mrs. Medham requested chair pockets for her classroom. These are the same pockets we purchased for Mrs. Smith. They come in 16ct packs and are $143 total. Less expensive on Amazon vs Really Good Stuff. Motion to approve up to $160 made by Erika second by Colleen, all voted in favor. Mrs. McIntyre was interested in the chair pockets as well. She did not answer Erika’s email before the meeting. A second vote was held to pre-approve the cost in the event she wants pockets (help save shipping costs and possibly limit number of sets we need). Motion to approve up to $160 for chair pockets for Mrs. McIntyre was made by Erika, second by Tiffany, all voted in favor.

**Upcoming Events - some of these are still TBD since the school calendar is not set:**

**9/15** - Picture Day

**9/22** - Turtle Trot in the morning (10/6 rain date)

**9/29** – Half day

**10/5 -** Donuts with Grownups + Walk/Bike to School

**10/6** - Turtle Trot Donations Due

**10/9** - PTO Meeting at 6:30 pm

**10/26** - Turtle Trot Prize Assembly + Trunk or Treat

**10/27** – No School

**Comments, Questions, Concerns?**

**Meeting Adjourns**

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

**Next Meeting- Monday October 9th at 6:30pm in the Media Center**

**Meeting Adjourns: 7:21 pm** motion Laura, second Iris.