

Portage Lake Center Elementary PTO
10011 Portage Road, Portage, Michigan 49002

Sept. 12, 2016

BOARD MEMBERS IN ATTENDANCE: Maggie Piotter, Sarah Overholt, Connie Nelson, Kim Evans, Melissa Divan, Lora Darrah, Julia Warner, Stacie Sokolowski, Kellie Schnell, Stephanie Tangeman, Rachel Bryant, Robin Brendlinger, Stephanie Norg, Tony Pallo and Toyin Daranijoh.

STAFF REPRESENTATIVES IN ATTENDANCE: Ashley Palmer-Vance, Marci Mungovan and Kelly Jensenius.

OTHER MEMBERS IN ATTENDANCE: Ellen Gazi, Steven Gazi, Melanie Carlisle, Danielle Housler, Tara Chumita, Tayler Kloosterman, Kris Taylor, Tommy Cottrell and Aggie Cottrell.

BOARD MEMBERS ABSENT: Kristen Weaver, Nicole Gutshall, Emily Cottingham, Angie Layne, and Melissa Nicola.

The meeting was called to order by President Maggie Piotter at 6:37 pm.

Members reviewed the Secretary's Report from Aug. 22. Motion to approve the minutes as written: Robin Brendlinger, 2nd by Stephanie Tangeman. All in favor. Motion passed.

Treasurer's Report: We have about \$28,000 in the bank and are just now cutting checks to people who need to be reimbursed. Motion to approve the Treasurer's Report: Rachel Bryant, 2nd by Stephanie Tangeman. All in favor. Motion passed.

School News (Kelly Jensenius): We had a great first week back, and we have some new students. DIBELS and Star Math testing will be starting soon. WIN groups will start up after testing is complete. Letters will be sent home to parents notifying them of their student(s) WIN assignment. Open House is this Thursday from 6-8pm. Kelly sends out a Monday Morning Memo every Monday. If you know of any parents who are getting the emails, please have them check their Skyward settings and make sure email addresses are up to date.

OLD BUSINESS:

1. **Spruce Up the School:** Cancelled due to the weather.
2. **Grab N Go (Robin Brendlinger):** Held on Sept. 1, went OK. Concerns about the quality and quantity of food from Chartwells compared to last year. The amount seemed to be less than last year yet ordered the same amount. Teachers comments: didn't have a problem with it.
3. **Welcome Back Coffee:** Maggie Piotter reported it went well and several new families stopped by.
4. **Legends (Stephanie Norg):** Thanks to Alan at Main Street Portraits for donating his time to take our candid class photos. Thanks to the staff as well for their cooperation. Stephanie will edit the photos and have them ready to sell at Open House for \$5 each.

NEW BUSINESS:

1. **Budget:** When initially looking at the financial report, it looks like we are \$14,000 over (spending more than taking in). Still working on things. Will have a finance meeting Sunday at 1pm at the Portage Public Library for anyone who wants to come help figure out the financial record. We are losing rewards programs at Meijer, Target and Hardings, which amounts to \$600-700. (A parent attending the meeting is the store manager at the Woodbridge Hardings and mentioned they are starting a new rewards program!) Some issues of concern with our financial report include switching from inputting the Gross amounts to inputting the Net amounts, and a Petty Cash line item that duplicates other

line items. The \$10,500 Petty Cash line item makes the report look off because that line item should not be there. The petty cash is an internal account that Pat Baltmanis has access to and will pay for things instead of waiting for PTO to write a check. She can pay for buses for field trips, Kindergarten screening books, teacher requests, etc. The money goes into the internal account and right back out, and the payments should be tracked in their own line items. So it looks like we are double counting by having this Petty Cash line item. Julia Warner motioned to deactivate the Petty Cash line item, 2nd by Rachel Bryant. All were in favor and the motion passed.

- a. We want to utilize our extra money, so Maggie contacted the financial adviser at our bank. Advised to put \$10K in a reserve savings; open a special giving account (2nd checking account); do not put our extra money into our budget. Any staff request fulfillments should come out of the special giving account. Robin Brendlinger motioned to open a 2nd checking account to pay for special requests, 2nd by Stephanie Tangeman. All were in favor and the motion passed.
 - b. EVERY financial decision the board makes MUST be extremely detailed in the minutes.
 - c. Questions about how board members would like the financial report to look. Consensus was to see both income and expense columns. Maggie will present the final financial report at the Oct. 10 meeting.
 - d. Discussion about the success of Turtle Trot and how it impacts our budget/spending. Robin Brendlinger made a motion to amend the budget if necessary in November after all Turtle Trot donations have been turned in; 2nd by Stephanie Tangeman. All were in favor and the motion passed.
2. **Communications:** Facebook is up and going so please share our page. Newsletter goes out at the beginning of each month. The deadline to submit items for inclusion in the newsletter will be the 3rd Friday of each month. Visit our website - lcepto.weebly.com. We can promote our events in the entryway display case. Kelly will include PTO event information in her Monday Morning Memo. If you give Pat and Sharon in the office 2-3 weeks notice, they can also put items on the TV screens and the marquee out front. Will send out a Google survey after Open House to find out families availability for events. Will send out a Fall event survey as well.

UPCOMING EVENTS:

1. **Turtle Trot (Rachel Bryant):** Turtle Trot is our main fundraiser - a walk-a-thon event. Will be held Sept. 23 during recess. Students will collect donations and turn in the week after the event and earn prizes based on their donations. There will be a logo contest that any student can enter. Entries will be narrowed down to 1 per grade and the school will vote for a winner. The winning logo will go on shirts students receive as prizes this year. All information will be sent home this week so check your child's backpack. We will have a school wide assembly this Friday at 3pm to get students pumped. Volunteers are needed to make this event a success - please sign up.
2. **Dining Outs (Julia Warner):** Scheduled 2 so far and working on Taco Bob's (Oct.), Culver's, Penn Station, Latitude 42 (in spring), Noodles & Co., and Jac's pizza. Please support the school at Erbelli's (Portage Rd location only) from 4-8pm on Nov. 8 and at Panera from 4-8pm on April 18. We'll receive 20% and a flyer is required at both restaurants.
3. **Open HOUse (Maggie Piotter):** This Thursday from 6-8p-m. Sign up sheets for working in the cafeteria passed around. Please bring in a dozen nut free cookies - LABEL if it has nuts. Stop by and check out the Scholastic Book Fair.
4. **Spirit Wear:** Nicole Gutshall is finalizing samples and did a new logo.

5. **Mileage Club:** Melissa Divan reported that Angie needs volunteers. Starts this Wednesday, 9/14. Melissa will contact the Senior Center for volunteers but make them aware they have to fill out a background check form. She'll also create a sign up genius page for LCE families to sign up.
6. **Picture Day:** Kelly Jensenius needs the schedule by this Thursday. Picture day is 9/22.
7. **STEM Night (Stephanie Norg):** Takes place Thursday, Oct. 20. Please sign up to help via the sign up genius link. Stephanie has quite a line up of companies and may have to turn others away because spots are filling up fast. Volunteers are needed! The goal is to have LCE students show off their Project Lead the Way projects at a STEM Showcase in March.
8. **Family Fun Nights (Tony Pallo):** Great Skate dates are locked. Jungle Joes hasn't had a great turn out in the past. Tony is looking into scheduling dates at Sky Zone which can give us a \$1-2 discount but cannot shut the place down for us (too expensive).
 - a. Possible idea is to have a family game night in late winter/early spring at the school. Tommy and Aggie Cottrell used to run family nights at their old school and gave ideas of life size checker board, Wii dance party. Stations were set up around the school and students collected stickers at each station. Once you collected a certain number of stickers, students could turn them in for a \$5 scholastic voucher.
9. **Box Tops (Kim Evans):** Contest Oct. 3-7. Teachers will email Kim the name of their BoxTop parent if they have one.

OTHER NEWS:

1. Tara asked about a recycling program she was in charge of at Central Elementary. You recycle granola bars (the kind with the silver foil inside), writing instruments like pens and markers, personal care products (shampoo, make up, etc.) and juice pouches (foil ones like Capri Sun and Kool-aid jammers). The school receives between 1-2 cents per item. Bins would need to be placed in the cafeteria to collect the food items. Last year Central El. made \$680. Lake Center would have to be approved for each item as there are only so many slots available.
2. Maggie has been cleaning out the PTO closet and has found paperwork from as far back as 2003. She would like to purge these documents per the IRS guidelines for record retention. These items do not need to be kept. Anything with personal information will be shredded. Robin Brendlinger made a motion to purge PTO documents following IRS guidelines, 2nd by Stephanie Tangeman. All were in favor and the motion passed.
3. Teacher Request - Marci Mungovan: 10 staff members that teach Project Lead the Way would like storage bins (estimated to cost up to \$570) for all the equipment they recently received. Maggie will email further details regarding this request once the financial report has been reviewed and approved. Robin Brendlinger motioned to do an email approval of the request, 2nd by Stephanie Tangeman. All were in favor.

The meeting was adjourned at 7:55pm.