

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

Monday, June 12, 2017

BOARD MEMBERS IN ATTENDANCE: Kim Evans, Rachel Millward, Toyin Daranijoh, Teresa Caron, Sarah Blum, Kristen Weaver, Stephanie Norg, Tommy Cottrell, Aggie Cottrell, Melissa Jorgensen, Stacie Sokolowski, Sarah Overholt, and Maggie Pottter.

STAFF REPRESENTATIVES IN ATTENDANCE: Marci Mungovan, Lisa Trott, Ashley Palmer-Vance, Kelly Jensenius, Effie McCarren.

BOARD MEMBERS ABSENT: Rachel Bryant, Tara Chumita, Emily Cottingham, Melissa Nicola, Connie Nelson, and Stephanie Tangeman.

The meeting was called to order by President Maggie Pottter at 4:37 pm.

Minutes from May will be emailed out and approved at a later date.

Treasurer's Report: The report is not up to date because some deposits were put into the wrong account. We are not happy with Flagstar and will need to look for a new bank. We have \$10,021.7 in account savings, \$20,201.39 in checking and \$1588.38 in checking 2 for a total of \$31,810.84. Dining out went well at Chipotle. We are still waiting for checks from Chipotle and Zoup. The Anchor Run went well but we aren't sure what the net profit was. We are still waiting for end of the year invoices and a budget meeting will be held this summer. Motion to approve Treasurer's Report made by Stephanie Norg, second by Toyin Daranijoh. All in favor. Motion passed.

School News (Kelly Jensenius) – A new mural will be going up above the lockers in all 4 of the hallways. This was made possible through a \$3000 grant written by Mrs. Dillon and Michal Vandenberg and an additional \$3000. The paint by number mural will be done by Conrad Kaufman who also completed a mural at 12th Street Elementary. PTO will look for more ways to help with this project. Jen Kitchen earned a \$500 grant through Fire Up Your Feet by logging LCE activities. Mrs. Dillon is retiring to Florida after 30 years in education. Kelly is still interviewing for the art position. She is looking at the district to see who is available. Mrs. Hampton is retiring from the cafeteria after 11 years and her position will be filled this summer. Mrs. Swope will be staying home next year with her new baby. Mrs. Leverett is having a baby in July, Mrs. Palmer Vance is having a baby in September and Mrs. Hicks is having twins in December.

Mrs. McCarren was at the meeting and has taken on a new role in the building. She will be the student and family engagement specialist. This will be a full-time position in our building to offer support to students and family while allowing Kelly to focus on curriculum. Effie's position will be filled by Mrs. Summer Walker. She is coming from Moorsbridge Elementary and has been with PPS since the start of her career.

3rd grade will consolidate to 3 sections instead of 4. Mrs. Swope's position will not be filled this year. Any questions or concerns, see Kelly. Classes will be at 27 kids. No new students were added this year. Over 3000 books were collected during the book drive. Books can be exchanged if not appropriate. The students loved picking the books out. Any leftovers will be used at the Meet UP, Greet UP and Eat UP or

boxed up and used next year. There is a Bingo sheet activity to do with the kids this Summer. An electronic link can be found in the Monday Morning Memo and a paper copy will come with report cards.

Old Business

1. **Sprit Wear Spring Sale** – Sales were down this year but sales were within \$100 of what was planned for the year. This is the first time we did online only sales so that could have caused numbers to be lower.
2. **Anchor Run** – Rachel has the results of the Anchor Run but was not at the meeting. There were over 100 registered runners that came despite the weather.
3. **Ice Cream Social/Book Fair** – There was a time discrepancy between the PTO and the teachers' newsletters. In previous years it was held from 6-8 pm but now activities can't start until 6:30 pm. We went through at least 750 bowls for ice cream. The book fair did \$5200 in sales with \$3200 in profit. \$650 was given to Lori for the library and the rest is in Kelly's fund.

New Business

1. **5th Grade Farewell** (Stacie Sokolowski) – Everything is pretty much set. T-shirts have been delivered to teachers along with lanyards, game cards and wrist bands. Jaspares Pizza is being delivered to the school along with juice boxes. Water will be at Airway Lanes for the kids. We collected \$5 per family to cover the t-shirts. Some parents offered more than \$5. We gave around 8 scholarships. The cost was about \$3.44/shirt and the event came in under budget.
2. **Staff Luncheon** – The luncheon was set up by Robin Bredlinger. Kelly was able to get a good deal from Creekside Grill/Angels Crossing chef.
3. **Budget Status** – we are \$2400 above what we planned on. We are still waiting on checks from dining out and are writing checks for field trips and events. There is still \$1500 in the separate giving account (checking 2). Paul Cahill, owner of Two Moms and a Mop, wants to be a flagship sponsor. We will look into how that can help with the budget.
4. **Teacher Requests** –
 - a. **Ben Critz** – Ben requested \$179 for a portable, foam microphone ball that would take class discussion to the next level. He requested it a couple months ago but there weren't enough people at the meeting to approve. He already submitted his \$150 teacher reimbursement. Toyin Daranijoh motioned to approve, 2nd by Kristen Weaver.
 - b. **Kelly Jensenius** – Kelly is requesting \$1200 for a Dremel 3D printer that the school has been using on a 60-day free trial. The printer was created with education in mind and is easy to use. Sale price is \$1,169.10 and that includes 2 more rolls of filament. We already have 4 more rolls to keep. Filament runs around \$23.99/roll. Kelly isn't sure about maintenance or lifetime of the printer but thinks it should last 5+ years. This will be an available tool for the entire school with a possibility to have after school use. Tommy Cottrell motioned to approve \$1300, 2nd by Stacie Sokolowski. The printer will be owned by the PTO so it will stay in the building and won't cause issues with the district. Looking into extended warranty information.
 - c. **3rd, 4th and 5th grade** – Vex kits storage. Each kit has multiple pieces and the tubs would allow all similar pieces to be together. This will make it easier for the kids to grab and put away. Buddy Mobile Bin Unit = \$149.99 on Amazon. Total cost \$30 x 8 (free shipping

on Prime) for the bins and \$155 x 2 (shipping included). \$540 total. Stacie Sokolowski motioned to approved, 2nd by Tommy Cottrell.

5. **2017-2018 Calendar & Events** – pick top 4 event choices. Will discuss later. We are going from 2 to 3 book fairs next year. Any event is up for grabs. All events are on the Google calendar. Turtle Trot is going to be on a half day this year. If weather is questionable, a decision to postpone will be made the night before instead of the morning of the scheduled event. It will be scheduled for Sept 29 and we are hoping more parents will be able to attend if it's a half day. The rain date will be 2 weeks later. Sherman Lake 5th grade camp will be in the fall next year. STEM night will be the last Thursday of November so there's more time to plan. We are looking at a school wide Field Day and are looking to get some of WMU's football team involved. Melissa Jorgensen will be working on that.

Meeting adjourned at 5:44 pm.

Next meeting-Board members only, August 21 at 6:30 pm, LCE Café.