

Meeting Minutes

Lakewood School PTO

Date: 12-9-13

Location: Lakewood School Library

Meeting Called to Order By: Dawn M **Time:** 6:02p.m.

Number in Attendance: 18

Dawn M, Bob M, Gretchen H, Nick H, Christina F, Stephanie N, Nicole B, Christine S, Sara M, Danielle G, Hope K, Sue R, Katie G, Matt M, Lisa K, Edith R, Leslie C, Joe P

Old Business

Approval of the minutes from 11-11-14:

Minutes of 11-11-14 approved Sara M. 1st and Joe P. 2nd

Treasurer Report:

Katie G reported the results of the audit are inconclusive due to poor booking keeping/lack of paper trail (i.e. receipts). She stated the old account was closed and a new account was reestablished. The recommendation is that we start fresh.

Christine S 1st and Nick H 2nd approve treasurer report motion carries.

Dawn M. stated that she would like to make an adjustment on the agenda. Move Box tops on agenda so NJHS can present.

Box Tops

-Presentation by NJHS

NJHS is providing service to our school community. Funds would be used to support the activities. Ex. Easter egg hunt (basket, candy, and eggs), school and community projects, and induction ceremony). We would like to propose we split the profit in half with PTO. NJHS would like to continue to cut and collect and handle the responsibilities of the box tops

Member question to confirm will this be an ongoing split with NJHS year to year? Reply was yes

Motion to approve proposal Nicole B 1st Matt M 2nd motion carries.

EXCEL presentation

A request for t-shirts (approximately \$6.00 apiece) for talent show participants

Christina F. expressed that we may be limited on our funds and would not know where were on available funds until the list of future expenses were determined and voted.

Joe P. suggested the district to cover the cost due to time sensitivity. The PTO could reimburse up to \$250 if able.

Code of conduct

Christina F. stated this is internal document. Standards we are holding ourselves to as the Board. This document would go hand in hand with bylaws. She asked if there were any questions. No comment from members.

Debrief Fall Fest

Dawn M. stated the information regarding the breakdown of funds earned was on the last page of the packet.

Applause from members

Dawn M stated it was a productive event. Positive feedback from staff, families, vendors etc.

Joe P. Stated the event was well organized, clean-up coming in for dance, clean-up after dance very well put together, great future event.

Dawn M. stated we would be unable to host fall fest next year due to building construction. She suggested we consider a spring fling for 2015/2016 when the time comes. Use marketing committee to help support our efforts.

Sue R. Thank you on behalf of the teachers. Thrilled with what we got. Great opportunity to raise funds.

Stephanie N stated that the passport idea was a great idea. It forced everyone to visit all areas of the event.

Danielle G asked how much money the bake sale made. Dawn M. stated the details were on the fall fest break down page.

Market Day

Nicole B stated it was not a PTO event. The money goes directly to the business office for the teachers. The teachers earn funds by helping with the market day program. In the past the teachers would help lift boxes and sort orders. Market Day now presorts orders and they are packages as such upon delivery. Teachers could still help and earn funds by making phone calls/advertising/distribute flyers etc. She stated that it might help sales for people to know that money goes directly back into the classroom.

Christina F. stated the confusion of who had responsibility for Market Day because the past treasurer report showed Market Day funds going in and out of the bank account.

Lisa K. stated she did not know why money from Market Day was being deposited into the account.

The motion is made to keep market as a district level fundraiser Nick H 1st and Nicole B 2nd motion carries

Bylaws

Christina F. explained that we reviewed the bylaws and the meeting 11-11-14. A few changes were suggested by membership to the proposed bylaws. We provided the changes by e-mail in enough time for us to vote today as a membership. Nick H. 1st and Bob M 2nd motion carries.

New Business

Pajama Party Event

Danielle G: I have made goody bags, I have popcorn/salt, pictures with Santa, and Emily B, Sara M, and Joe P to read holiday stories. I am prepped for 100. Not many RSVP.

Danielle asked if a flyer went home with students? Dawn M. stated it did not.

Christina F. stated advertisement: Facebook, website, West of the I

Sue R stated that there is a sign-up sheet to check out popcorn machine. Please make sure you sign-up when using the machine. Also, it is important to clean the machine.

Big AL's fundraiser night

Dodgeball Tournament

January 25th Bob M. 1st and Joe P. 2nd motion carries

Big AL's Pizza Night

February 1st 10% all sales Sara M 1st and Bob M. 2nd motion carries. A member stated that was very generous!

All you can eat Big AL's pizza night

March 19th 5:00-7:00p.m. Sara M 1st and Nick H 2nd motion carries

Membership Suggestions/discussion:

Stephanie N suggested that she liked the idea of all you can eat night. It would be great getting people into the school.

Dawn M. stated on our end the work is minimal, advertising

Christina F. suggestion targeting February, Love theme

Sara M suggested host during Read Across America

Super bowl Sunday

Sheryl C suggested that it would be better for fundraising to order rather than an all you can eat event at the school.

Sara M and Danielle G suggested that the dinner and reading event be held at different times.

A member requested the typical cost of the all you could eat event. \$6.00

Christina F. asked Joe P. what his thoughts were. He suggested to keep the all you can eat event and Read Across America events separate.

Edith R. brings up locking down the date for the Dodgeball tournament

Matt M. stated that Mr. Doyle enjoys donating to the families for Read Across America we do not want to offend him by going a different direction

Dawn M asked if they could do a corn beef and cabbage all you can eat dinner in March

Member suggestion to have an all you can eat event at dodgeball tournament

Edith R. stated she was not asking for anything but potentially asking for \$370 in the future for dodgeball. In the past the prizes were Target cards, Subway card, or cash prizes.

Hansen Fundraiser

Danielle G. stated she wanted to see Butter Braids come back.

Dawn M stated the profit from the fundraising event (included in the treasurer report)

Affy Tapple Fundraiser

Gretchen H. stated that she had received an e-mail from a member who suggested we look into Affy Tapple as a fundraiser. She stated that might nice to do in conjunction with fall fest. That there are 2 options to pre purchase to sell or take orders.

Sue R. asked what percentage of sales goes to the PTO. The calculator tool stated a case of 20 sold at \$2.50 a piece would bring at \$16.00 profit.

Future expenses to be discussed and voted on

Alumni Scholarship 2015

Lakewood Graduate Savings Bond 2015

Per Lisa K, Wilnot provides 2 shirts, the contact person is Melissa. 2 \$50 gift cards. Bob M. 2nd vote passes for \$100.

Deputy Friendly Bike Contest

Funds are donated to purchase 2 bikes and helmets for 4th grade winners of the safety poster and essay contest. The contest happens in March.

Suggestion made by Nick H. to seek out a donation for bikes. Joe P. stated that the officers purchase the all of the same bikes and we are to cover the cost of 2 bikes \$250. Sheryl C 2nd vote passes.

Lisa K brings up a summer Rec Program. She stated PTO donates \$500 to the summer rec program. Is something different this year? Joe P stated that would be discussed and determined later, let's get back to the agenda discussion.

Teacher Appreciation luncheon 2015

\$125 voted on for purchase of chicken Lisa K 1st and Hope K 2nd vote passes

Whitewater Play 2015

\$200 1st Stephanie N and Sheryl C. 2nd

Dodgeball Tournament

Tabled to January meeting. Review after treasurer report.

ABC Countdown

Tabled due to end year calendar adjustments. To be determined at a later date.

4k T-shirts

T-shirt to give newly enrolled students at the 4k screening \$200. Lisa K 1st and Danielle G 2nd vote passes

English festival

Table until Mary B is available to discuss

PBIS

Dawn M stated that \$750 has historically gone to PBIS. But without a proposal or information we are not certain what the funding is for specifically.

Sheryl C stated she could speak to that as it is a part of her responsibilities. She stated it goes toward prizes on a weekly basis, many prize winners, special table with ice cream treat for dessert and pencils, would like to purchase a camera

Christina F stated she had a camera that she could donate

Sheryl C continued we use it for a whole school ice cream festival, in the fall the whole school does a passport for training centers and they receive a reward for training completion.

Gretchen H. stated that she understand the value and purpose of PBIS being a member of her tier 2 team. What we are requesting is specifics for accountability purposes. Rather than an automatic \$750 bring a proposal for something specific (i.e. maintaining prizes in the treasure box, funding whole school reward day) we are not saying we do not want to support. We are saying let's pool our resources to get the biggest bang for our buck.

Nick asked if we were soliciting donations for prizes.

Nick H. stated that the school administration should have a detailed list as to what the funds are being used for.

Christina F. stated we could partner up as we have access to resources for donations. Joe P. stated that he felt that would be a good idea.

Sheryl asked if the discussion could be tabled until Shelly was available to speak more specifically to it as it is her thing.

Dawn M requests a motion to adjourn the meeting

The next meeting will be held January 13, 2014

Meeting Adjournment: motion made by Nick H 1st and Sara M 2nd 7:15p.m.

Meeting minutes compiled by: Gretchen Heckel, Secretary gheckel14@gmail.com