

Call to order

- Straight into the meeting (a lot to cover)
- Mainly Budget meeting
- President Update
 - Fun Run date: Oct. 19th
 - Have a new sponsorship process
 - Looking for a corporate sponsorship to help make the event bigger
 - Have different levels you can sponsor at depending on how much is donated
 - Platinum
 - Gold
 - Silver
 - Bronze
 - Still planning on attending Wines planning committee meeting to iron out the process and see what they are doing that works.
 - Decided that each board member has a folder in PTO mailbox
 - President, Vice President, Treasurer, Secretary, Auction Chair
 - Secretary (Sam) will sort mail when it comes in and email board member when they have items in their folder
 - Sign Up Geniuses
 - Make for first few events
 - Should there be a master account for all Sign Up Geniuses?
 - Should it be accessed by only Volunteer coordinator
 - Need to do research with this one. Tabeled
 - Can we make it in multiple languages?
 - Melissa Skull looking into it
 - Capital Improvement
 - New Process
 - Use Google Doc form
 - 2 different forms: A)parent, teacher, staff and B)kids
 - Parent, teachers and other Staff can apply for \$1000 grant
 - If a higher amount is needed then do not be afraid to apply the comity can still review (no cap)
 - Students can apply for \$250 grant
 - Submit complete form either via google doc or printed copy
 - Fall due date: November 1st
 - Spring due date: March 1st
 - Grant comity
 - Compiled of: Upper L staff member, Lower L staff member, PTO President, Vice President and Principal
 - Will rate from 1-5 and after reviewing the proposal with highest rating will get approved.
 - There can be more than one approved
- Vice President Update

- Sending out a school years worth of events including spirit days
- TBD dates: needed for Mr. Latour
 - Field Day (on calendar for May 31st or June 7th)
 - Summer Celebration
 - Science Olympiad
 - Need this date before we can pick Summer Celebration date
- PTOC
 - PTO Council
 - Once a month: Mondays 6:30pm-8:00pm
 - Vice President has dates if wanted and more info.
 - Only first meeting is not on a Monday
 - Held on Thursday September 27th
 - “Meet the Board” open to the public
 - Have useful topics at meetings
 - Very engaging
 - If you go then take notes and report back to Lakewood PTO board
 - Already paid \$50 in dues
- Principal Updates
 - “Thank you for the painting!”
 - It looks amazing and makes a huge difference
 - ALL bulletin boards are in and being installed September 17th
 - Bottle refill stations are almost complete
 - Two installed
 - By office
 - Across from the Art room
 - MPR is going to take more time seeing as new plumbing is needed
 - About a month
 - Parent Night
 - November 14th?
 - Used to discuss: Title1, NWEA testing, Equity, Assessments and report cards
 - 1 hour session with Q & A with Mr. Latour
- Treasurer Update
 - Checking balance: \$52,396.55
 - Savings balance: \$10,000.78
- Teacher Update
 - Spring discretionary receipts handed in
 - Emailed a reminder for teachers
 - 5th Grade Camp
 - If they have financial question or need check contact Martha Boggs
 - Deposit is in the mail

- 2nd payment to go out in Winter
 - First day of school teacher lunch
 - “Thank you” from teachers
 - Need to stagger food for 2 lunches instead of all at first lunch
- Volunteer Coordinator Update
 - Not many volunteers for anything
 - Fall Festival
 - Teresa (Ashton’s mother) decided to be chair
 - Scaling back to maybe trunk or treat and dance
 - Need to put out another blast for volunteers
- Auction Chair
 - 8-9 people committed after email got sent out
 - Goal to have 10 additional volunteers
 - Asking to have a few sentences at Curriculum Night
 - “These are the things funded” ect.
 - How much the auction brings in each year ect.
 - Media
 - Could we put up a message from auction chair on the PTO webpage?
 - Explain more about the auction
 - Create more exposure
 - Could create a QR code or link with the video attached to give out at curriculum night attach it to PTO and Lakewood website
 - Provide a weekly or monthly update in a video
 - Use the link to quiet fears about actually having to call people
 - Teresa to help Dan put together a video for curriculum night
 - March 1st is the date set in stone at Polo Fields
 - Decorations, auctioneer all booked
 - Still finalizing with DJ
 - Purchased software
 - CRM (contact reference system)
 - Email Dan Appledorn if you need more information
 - Do we still need a PTO board member present at monthly meetings?
 - Should not but if it changes then dan will let the board know
- Budget
 - Painting was not reflected on last year’s budget seeing as it was decided over the summer
 - Fine arts budget was raised to \$3000
 - Field Trip line changed
 - \$12,500
 - Changes to \$40 per student
 - Class sizes vary this year
 - Field Trip bussing changed to \$6500
 - Not getting enough funds from PTO thrift store

- Assemblies changed to \$3500
 - Amy Serzegia is researching more groups to represent the student body and its diversity
- Yearbook
 - Should the PTO purchase yearbooks for whole school?
 - $306 \times \$10 = \3060.00 ????
 - Check into percentage of students that do not get yearbooks
 - Need a more concise form to purchase a yearbook
 - Maybe add a box for donating a yearbook
 - Attach a form with photo packages?
 - Tabled for now will discuss at a later meeting
- Need to add a new line item for:
 - Direct donations to Auction
 - Lakewood Cares
 - \$200
 - For community service learning, doing with Upper L mainly but adding in Lower L this year
 - Change MAGNETS line to Event Chairs Swag
 - \$200
 - Printers in Centrum
 - \$250
 - Will keep both centrum printers up and running with ink and 3500 pages of printing
 - FINAL BUDGET: \$59,995.00
 - Brought in \$66,507 last year
- END MEETING