

# May 2025 PTO Meeting Minutes

Here are your highlights from the PTO meeting held on May 12th 2025

## 1. Principle Updates

### **Volunteer Breakfast & Staff Appreciation:**

The PTO was recognized: Participation at school events has increased significantly this year over past years, including Fall Festival and Family Game Night.

### **Outdoor Learning Space Update**

Due to time restraints, the original plan for the outdoor learning space will be modified.

Hammocks have been removed from the plan while moving forward with plans. The outdoor space will consist of picnic tables, umbrellas and three additional waste bins. These items can be easily relocated after the upcoming construction of the new school building.

Some people shared disappointment that the original plans were not being executed, however after discussing the issue of getting the plans underway a broad consensus was reached to proceed with just ordering tables, umbrellas and waste bins using the full \$10,000.

## 2. President/VP Updates

### **Summer Celebration:**

A sub-committee meeting will be held next week. Planning volunteers are needed

Anyone interested in volunteering for planning (separate from volunteering on the day of) should email [A2PTOlakewood@gmail.com](mailto:A2PTOlakewood@gmail.com).

**Unofficial June PTO Meeting:** The PTO will hold a year-end social gathering. Details to come with regards to time and date.

## 3. Teacher Update

### **Teacher Appreciation Week:**

Feedback from teachers was incredibly positive and they mentioned that the week was “the best ever.” Events included lunch from Latina Mamas, flowers, a room service cart and food donations from Rawaq Coffee Co., Dozer, Base Camp and our Lakewood families. The staff felt truly valued.

### **New Literacy Curriculum:**

All Ann Arbor public schools will begin a new literacy program in fall 2025 called Arts and Letters. Arts and Letters is a research backed program and was piloted by two Lakewood classes this year. One second grade and one kindergarten class. Ongoing training for staff will continue in August. The staff and students have enjoyed the songs, poems, and stories that are part of this literacy program.

## 4. Treasurer Updates

**Fundraising Target:** Our financial target was nearly met this year, thanks to the success of the Dia de los Muertos food sale and employer donation matching.

**Year-End Balance:** There is about \$21,000 remaining in the PTO bank account

### **Upcoming Spending Overview:**

Within the first two to three months of the school year and before any fundraising happens, we typically spend around \$17,000. Spending includes discretionary funds, field trips, and expenses for the first few events. Currently, we are starting the next school year without a fundraising chair or a volunteer coordinator. To avoid beginning the year in a financial deficit we will need to resolve a \$5,000 shortfall by temporarily lowering budgets for discretionary funds, field trips and beginning of the year events. We can re-evaluate and increase targets once goals are met.

### **Proposed Budget Adjustments:**

Discretionary Spending: Plan to allocate \$7,000–\$8,000 (last year's spending was \$12,000) to start the year using a reimbursement-based discretionary fund. Teachers will receive an annual amount and submit receipts until the cap is reached. If fundraising goals are met there is a potential for increasing the budget.

**Motion:** to allocate \$7,000-\$8,000 to discretionary funds at the beginning of the year with possibility to increase budget based on 2025/2026 fundraising efforts.

**Seconded:** yes

Votes in person: votes yes: 23/votes no: 0

Votes online: votes yes: 4/votes no: 0

**Motion approved.**

Field Trip spending: Plan to increase field trip spending from \$5,00 to \$10,000

**Motion:** to allocate \$10,000 for field trip spending.

**Seconded:** Yes (Bryan Goff)

Votes in person: yes:18/no:0

Votes online: yes:5/no:0

**Motion approved.**

Early-Year Event Budgets: Plan to allocate \$1,000 from the budget for early year events.

**Motion:** to budget \$1,000 for the first three events of the year. Popsicles on the Playground: \$250, First Day Staff Lunch: \$450, Fall Festival: \$650. (Note: Fall Festival budget does not include income from the bake sale)

Seconded: Bryan Goff

Votes in person: yes:18/no:0

Votes online: yes:6/no:0

### **Audit Group Needed: Insurance Requirement**

A new audit group needs to be created to audit the PTO's finances in July. A minimum of three volunteers are needed, please contact [a2ptolakewood@gmail.com](mailto:a2ptolakewood@gmail.com) to volunteer. Volunteers will be committed to one afternoon in July, date and time TBD. Kim Gardner and Alan Krita agreed to volunteer, one more volunteer needed. This is a great way to get familiar with the PTO

**Receipts Reminder:**Reminder to those who need reimbursements to turn in their receipts to the treasurer mailbox.

**Fine Arts Play:** The play is still the only outstanding fine arts item. Ms. Anderson has been contacted to confirm costs.

**5th Grade Promotion:** No additional funding requests yet. We currently have \$400 allocated.

**Summer Celebration Updates:** Raffle Ticket Pricing: Prices for the raffle tickets are increasing to \$2 per ticket this year. Each student receives 1 free ticket plus additional tickets earned through Readathon participation (~800 bonus tickets total). Game/Food Tickets will cost 1 ticket (\$1). Pricing needs to be finalized ASAP to prepare flyers and pre-orders. Each student will receive 10 food/game tickets and 1 raffle ticket.

## 5. Volunteer Updates

### Volunteers Needed:

Field Day and Science Olympiad events still need additional help.

### Recognition:

A big thank you to all volunteers, especially Helen for her outstanding work on the Science Olympiad.

### Summer Celebration Raffle Baskets:

The raffle baskets are the primary fundraising component of the Summer Celebration event. Donations are still being accepted through the Amazon wishlist or other goods (gift cards, artwork, etc.). There's interest in possibly organizing raffle baskets per grade. Anyone who wants to lead that effort (e.g., for 4th grade) can coordinate with the fundraising [team](#). In addition to the donations from Lakewood families we have also outreach to 60+ local businesses for donations and involvement.

### Other Fundraisers:

**The Milkshake Factory** fundraiser is happening on May 19th, the same day as Field Day. Proceeds go to Lakewood so please help spread the word on social media.

**A Dos Hermanos** fundraiser is being explored by Kim who has contacted the manager but hasn't heard back yet; Yolanda has offered to help by reaching out to the manager personally.

## 6. Grade Level Updates

**Kindergarten:** Recent trip to the farm was successful.

**3rd Grade:** Looking forward to their Capitol field trip at month's end.

**4th Grade:** The Disability Awareness Workshop was a great success and we're thankful to all the volunteers who helped out.

**5th Grade:** The Pirates Play has been rescheduled to May 28th, not canceled. Flyers for 5th Grade Promotion are being designed

## 7. Fundraising Updates

**Student Council T-Shirt Fundraiser:** Last day for the fundraiser. Twenty shirts sold so far, raising about \$150. Orders placed by today will ship before school ends, but the fundraiser will stay open. Shirts were based on a student design contest. The funds raised are going to be held by the PTO on behalf of the student council, similar to how we manage library and art funds.

**Auction Proposal:** An idea to bring back a community auction event that was held at Lakewood pre-COVID and was highly successful. The goal is to host an in-person and online hybrid auction in February, with early planning beginning now in order to reach out to potential

donors and maximize community involvement. Approval needed for a \$1,000 deposit, begin donation request process and initiate planning process.

Past auctions raised significant funds for the school: ~\$37,000 in 2020, ~\$39,000 in 2019.

Venue and Costs: Polo Fields clubhouse can be rented costing the PTO \$1,000 to reserve the room in February. There is a possibility that the reservation fee will be waived as we are a non-profit organization. Historically, ticket prices were set at \$25 per person including food. Cash bar not included in ticket price. 40 tickets need to be sold to break even.

Event Structure: Live and online auction will begin the day of the event and will be closed out the day after to maximize online participation. A combination of Raffle, 50/50 raffle, wine pull, themed experiences like teacher and principal involvement prizes will be utilized. Corporations can purchase/host a table and display marketing and community members to donate vacation homes and/or service.

Equity and Inclusion: An equity team led by Fjolza and Aires will ensure the PTO puts an emphasis on making the event as accessible as possible to all families. There will be a potential for a sliding scale for ticket pricing or options for families to sponsor or donate tickets. Input from the equity team is encouraged during all planning stages.

**Motion:** Robin motion to approve the planning of the auction fundraiser for Lakewood Elementary School during the 2025/2026 school year with a room fee up to \$1,000 and additional program budget to be approved at a later date.

Seconded: Yes

Votes:

In the room: 21 voted yes, 2 voted to abstain, 0 voted no

Online: 9 voted yes, 0 voted to abstain, 0 voted no

**Motion: Approved.**

Next Steps: Reach out to Polo Fields to secure reservation, Coordinate with Equity team for inclusive planning, create a detailed proposal with budget and timeline and begin summer outreach for donations.

**8. PTO Board Elections:** The positions voted on are for the 2025/2026 Lakewood Elementary school year.

**Co-President:** Motion to elect Bryan Goff and Yolanda Segundo-Nuñez as Lakewood PTO co-presidents for the 2025/2026 school year.

Votes yes: 22/ Votes no: 0

Motion: approved

**Vice President:** Motion to elect Ali Navarro as Lakewood PTO vice president for the 2025/2026 school year.

Votes yes: 23/ Votes No: 0

Motion: approved

**Secretary:** Motion to elect Ellen Keane as Lakewood PTO secretary for the 2025/2026 school year.

Votes yes: 23/ Votes no: 0

Motion: approved.

**Treasurer:** Motion to elect Erin El Issa as Lakewood PTO treasurer for the 2025/2026 school year.

Votes yes: 23/ Votes no: 0

Motion: approved.

**Open Positions:** The board still has a number of positions that need to be filled for the upcoming school year. These positions include:

-Volunteer Coordinator

-Co-Treasurer (Two-Year Commitment):

Year 1: Assists current Treasurer

Year 2: Assumes full Treasurer responsibilities

The descriptions of each job role are available at: [www.ptolakewood.com/documents](http://www.ptolakewood.com/documents)