

# Lakewood PTO Meeting Minutes

**Date:** November 10th 2025, 630pm

**Location:** Lakewood Elementary School

**Overview:** Meeting to discuss school updates and review fundraising, budgeting, volunteer coordination and the Fun Run planning.

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## Meeting Agenda Overview:

1. Introductions
  2. Principle Update
  3. President and Vice President Update
  4. Fun Run planning updates
  5. Budget Overview
  6. Volunteer Coordinator Update
  7. Auction Committee
  8. Teacher Update
  9. Open Discussion
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## Principle Update

- Winter Giving: Thank you to all of the families that donated gift cards for the food drive.
  - The winter giving drive will expand to include: Winter clothes, food and gifts for families. See this week's upcoming newsletter for more information.
- Lakewood has welcomed two new Title I tutors and one new reading assistant.

## President/Vice President Update

- The next PTO meeting will be held on December 8th at 6:30pm.

## The Fun Run Event

- **Fundraising**
  - Total raised to date: \$2,500
  - One more direct reminder email to be sent out for a last fundraising push.
- **Volunteers**
  - Most Volunteer slots have been filled
  - The need for snacks has been covered. Bananas were donated by Kroger with alternative snacks donated by Lakewood families.
- **Event Map**
  - Students will exit through the school side door, they will head to the warm up section for volunteer led stretches. Next, students will head to the start line and volunteers will count the total number of laps run by all participating students. Once students are finished with the Fun Run they will have snacks by the basketball courts. Students will return to school through the side door.

- In the case of inclement weather, students will eat their snacks in the MPR.
- **Details**
  - The speaker system needs to be charged for the event. Equipment is stored in the PTO closet.
  - A portable whiteboard or easel needs to be made available for lap counting.
  - The class with the most laps will win a prize. More information to come on the type of party/prize.
    - Ideas included: Pizza party, movie or games with popcorn.
  - The class with the highest fundraising efforts will also receive recognition.

## Budget Overview

- + Treasurer update – Oct. 15-Nov. 8, 2025
- **Starting September Balance: \$30,184.28**
  - Income: \$4,533.04
    - \$3,908.00 from the Kermes fundraiser, exceeding the goal by \$600.
    - Tea Collection fundraiser: \$339 pending payout.
  - Expenses: \$3,166.13
    - The Fall Festival was under budget by \$200.
  - Current Balance: \$31,551.19
- **Grocery Gift Card Drive**
  - \$1K in Zeffy contributions
- **Teacher Experience Reimbursement (Auction)**
  - Proposal: The PTO will reimburse teacher experience costs up to \$40
  - Discussion Takeaways:
    - Some of the experiences (e.g., sports outings) will cost more.
    - Suggestion: build the required cost for the whole event into the auction's minimum bid to ensure all costs are covered and teachers will not have to use out of pocket funds.
    - Consensus: A fixed cap is not necessary if the costs are covered through bidding. Additional costs for each teacher experience can be handled on a case by case basis.
- **Fifth Grade Field Trip Funding**
  - Concerns were raised that fundraising efforts for the Fun Run may not meet expectations resulting in less money for fifth grade field trip funding.
  - Fifth grade teachers recently secured grants to help offset costs.
  - The PTO plans to reevaluate funding needs after the auction fundraiser event and once discretionary spending/needs are better defined.
  - Requests made to have a fifth grade teacher present at the next PTO meeting to define their funding needs and expected field trip dates.

## Volunteer Update

- **Book Fair**
  - Rescheduled for the week of January 26th.
  - VIP Breakfast: January 27th & 29th.
- **Science Olympiad**
  - New Co-Head coach: Evelyn Eggenstien.
  - Seeking more event coaches to volunteer, more information on this to come.
  - Nearly 50 students participated last year and hopefully we exceed that number at this year's event.
- **Year Book Update**
  - Meryl Markiewicz and Ellen Keane will be creating the yearbook this year.
  - Parents are encouraged to upload their photos to the Lakewood Drive.
    - See Communication in this week's newsletter for the link to the Google Drive.

## Auction Update:

- **Theme Update:** Winter Wonderland
- **Ticket Pricing**
  - A standard ticket will cost \$25 with a sliding scale as low as \$15.
  - The ticketing system will allow private discount codes for equitable pricing.
- **Donations**
  - About 57 businesses have donated to date.
  - The event has two major Sponsors: Purple Lizard and Ann Arbor Remodeling.
  - The Auction team will soon begin requests for Decoration donations.
- **Volunteering:**
  - Additional volunteers are needed for acquiring donations. Donation request letters are available for business soliciting upon request.
- **Auction Infrastructure**
  - Auction Website
    - Request for \$150 to upgrade current website which will allow for hosting more items. The current free option only allows for up to 40 bidding options.
    - The upgrade will also remove any ads and will allow for online bid notifications when a bid increases.
  - Ticketing on PTO website through Zeffe
    - Joid created a ticketing system on the PTO website which included, a ticketing interface, a spanish translation option, discount code structure and a volunteer backend (HQ) that would allow for forms, letters and materials to be posted.
    - The program will provide a check in list for guests on the day of the event.
    - The Zeffe program can also provide an Auction platform for bidding.

- Free program made possible through donations from generous donors
- A meeting will be held next month to discuss additional staff and school experiences in addition to which ticketing and auction platforms will be used.

### **Teacher Update**

- Upcoming Title I Game night for Title I students
  - This is a free event
  - Event date: Thursday, November 20th at 5:30-6:30pm.
  - Students will be individually invited if they are receiving title I services.

### **Open Discussion:**

- No new updates on new school development.
  - **Continued Fifth Grade Field Trip Discussion**
    - Fifth grade teacher to meet and outline the exact needs and timelines for their planned field trips.
    - Plan to review the updated budget during the December PTO meeting to reevaluate expenses and determine if more funds can be allocated to fifth grade field trips.
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### **Meeting Adjourned**

**Time:** 7:20pm