

# Lakewood PTO Meeting Minutes

**Date:** October 14th 2025, 630pm

**Location:** Lakewood Elementary School

**Overview:** Meeting to discuss school events, fundraising, budgeting, and volunteer coordination.

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## Meeting Agenda Overview:

1. Introductions and nominations
  2. Principle Update
  3. Teacher Update
  4. President and Vice President Update
  5. Budget Overview
  6. Fall Festival
  7. Volunteer Update
  8. Auction Committee
  9. Communications Update
  10. Open Discussion
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## Introduction and Nominations

- Ali Novara Nominated Paul Flemmings as Fundraising Chair.
- Helen Wright seconds the nomination.
- Votes: All present voted yes, 0 no, 0 abstains. The motion passes.

## Principle Update

- Breakfast and Lunch programs will continue to remain free for all Ann Arbor students.
- Parent teacher conferences have begun and will continue until November 5th. Look for updates from teachers.
- The outdoor learning space is ready to use. Sign up will begin soon for classroom use.
- Winter giving: Two sponsorship programs that will support Lakewood students.
  - Magic of Christmas: This program that will sponsor 15 students with gifts.
  - A second, nonspecific Ann Arbor School District led fundraiser is in the planning stages with more details to come.
  - A meeting will be held this week with social workers in regards to donation needs and logistics. Communication will be shared after the meeting is held.

## Teacher Update:

- Teachers expressed enthusiasm for our upcoming Fall festival and the news of the Auction returning.
- No major updates however, teachers are focused on upcoming conferences.

## President/Vice President Update

- The next PTO meeting will be held November 10th.
- The Fun Run Event will be held November 12th.

## Budget Overview

-  Treasurer update – Sept. 1-Oct. 14, 2025
- Starting September Balance: \$35,412.71
- Income: \$7,664.05
  - Mostly from direct donations and the PTO Thrift Shop revenue.
- Expenses: \$12,842.48
  - Outdoor Space Completion, field trips, supplies, discretionary funds.
- Current balance: \$30,084.28
- Erin El Issa moves to a motion to use up to \$700 of slush fund to cover costs for fifth grade t-shirts.
  - Helen Wright: Seconds to move to a vote.
  - Votes: All present yes, no opposition. The motion passes.

## Fall Festival: OCTOBER 24th

- Volunteers and candy donations are still needed.
- \$400 donation from Meijer, \$400 spent at Amazon for gifts.
- Aires to add a message in the newsletter regarding the Ofrenda updates.
  - High School Volunteer students to run Ofrenda.
  - Families are encouraged to bring photos of loved ones that have passed away to set out on the display.
- Student performance of “Remember Me” in English and Spanish.
- Soup: Allergen list and description of dish.
- A final decision regarding event layout still needs to be decided.
- Free Food: Soup, Cider and donuts.
  - Soup donations should have a list of ingredients for allergy safety.

## Fun Run

- Sign up Genius to come.
- Brian Goff will lead this event. Further planning is needed to determine the fundraising platform we will use to avoid paying third party fees (previous years platform took 25%).
- There is a need for prize/participation fairness across all grades.

## Book Fair:

- Suggestion to move the Book Fair which would align with the Spring Catalog cycle.
  - Date change would include updated stock and more preparation time.

## Auction Update:

- Auction Committee Meeting scheduled Thursday 7pm via Zoom.

- Many donated items have already been collected.
  - Tax form tracking is required for all donated items.
- The committee is seeking additional volunteers for donation outreach, event decorating and day of volunteers.
- Sponsorship opportunities are an option with a potential tiered sponsorship system.
- Connected with Jodi to get communication on the PTO website.
  - Plan to create a dedicated page for the auction.
- Staff experiences as a donated option.
  - Staff seemed overwhelmed with classroom incentives and have declined this request.

### **Communications:**

- PTO Website domain to transition from .com to .org to better represent our nonprofit status.

### **Open Discussion:**

- Audit team needed: Two volunteers are needed to review previous year's finances for insurance compliance.
  - Amanda Zee and Sarah Sands have volunteered.