

Lakewood PTO Meeting Minutes

Date: February 9th, 6:30pm

Location: Zoom

Overview: Meeting to discuss school updates, fundraising, budgeting, and planning for upcoming events.

Meeting Agenda Overview:

1. Introductions
 2. Principle Update
 3. President and Vice President Update
 4. Budget Overview
 5. Volunteer Coordinator Update
 6. Fundraising Update
 7. Auction Recap
 8. Open Discussion
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Principle Update

- **Community Events: Feeling great with the influx of school support**
 - VIP Breakfast. Despite the snow-day disruptions at the beginning of the week, the event had a big turn out, especially on Thursday.
 - Scholastic Book Fair: Great success despite the weather challenges that impacted the event set up.
 - Lakewood Auction: Raised approximately \$19,000. There was a strong attendance and many noted that the event was fun and well run.
 - NAAPID: Lakewood had record parent participation with 86 attendees. In addition to classroom activities there was an assembly with 3rd and 5th grade performances, a book read, parent speaker and a short film.
- **March is reading Month:** Next month we will be celebrating reading with the Schuler Books Fundraiser, Book Bonanza and the Read-a-thon. More information to come.

- **Furniture Proposal for Support Staff:** Due to the cramped space and storage constraints in the support staff room, four filing cabinets and three new bookshelves will be ordered.
- **Kindergarten Round up:** The event is scheduled for February 25th and will include incoming preschool, young five and kindergarten students. Teachers will not be participating this year. Pam Sica, Nina Johnson, and Ainess Stewart will be presenting the event.
 - There will be one administration presentation that will include a PTO slide
 - PTO members needed to present PTO slides. Paul and Yolanda will help run the PTO table

President/Vice President Update

- Thank you to Alison, Kim and the Auction committee for the successful event.
- **Executive board Elections:** Elections for the 26/27 executive board will be held at the May PTO Meeting.
 - Post to the PTO facebook page to bring awareness and increase parent participation.
 - Nominations will be placed on the PTO website
 - A proposal was made for fliers to go home in backpacks detailing our PTO executive board nominations
- The next PTO Meeting is March 9th.

Budget Overview

- **Bank Balance: \$43,220.10** Excluding any auction item funds, does include most sponsorship and ticket sales.
- **Budget adjustment Discussion:** The auction raised more money than expected and a discussion was had on where to allocate the funds.
 - The original budget assumed a \$15,000 auction revenue and required cuts to teacher discretionary funds and fifth grade field trip funding.
 - Discretionary funds were reduced this year from \$12,000 to \$8,000. Proposal to restore discretionary to \$12,000 (+\$4,000). Teachers currently receive ~\$300 compared to ~\$500 in past years.

- **Apparel Sales:** The PTO t-shirt design is in progress with Midwest Graphics and Awards. A final decision has yet to be made on the classic logo design.
- **Schuler's Book Fundraiser: February 22-28th.**
 - A percentage of book sales will be donated to Lakewood.
 - Traditionally, there have been teacher readings; however, that will not happen this year. As an alternative, we will look into having a local author hold a book reading. Other options could include parents, grandparents or community members reading to students.
- **Read-a-thon:** The fundraiser will be held March 1st-20th.
 - The goals for this event will be to encourage reading and raise \$7,500 after expenses.
 - Incentives and prizes: A discussion regarding prizes brought up issues of equity and quality of prize items. In an effort to simplify incentives and prizes, a plan to eliminate the online prize store was presented.
 - Remove donation goal rewards.
 - Create our own prizes outside of the fundraising website.
 - Alternative prizes could include classroom parties for reading minutes, raffle tickets for Summer Celebration and small prize items like pencils and bookmarks.
 - Jodi Hecker calls Motion on vote to remove the read-a-thon store. Helen seconded. And the motion passes.
 - Helen, Ellen, Aires, Yolanda, and Paul to finalize the prize structure.

Auction Recap:

- **Thank you for participating and helping make the event a big success!**
 - Stayed within the budget of \$5,000
 - Positive feedback from parents that attended. Everyone on the guest list attended; six walk-ins.
 - Shawn has decoration items that were left over. They will be kept in the PTO closet for future events.
 - Lessons Learned:
 - Acquire raffle licence for games.
 - Begin donation outreach earlier in the year.

- Continue using the 32Auction platform, it is an inexpensive website and easy to use.

Open Topics

- **Proposed Bylaw Changes Review.** Clarifications recommended for:
 - Treasurer authority and banking procedures.
 - Updates to the voting process including allowance for virtual voting.
 - Changes will be made for review; vote planned for the next PTO meeting.
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Meeting Adjourned