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# Lottie PTO Meeting Minutes

## November 29, 2022

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### Call to order

A meeting of Lottie PTO was held in Lottie Schmidt Elementary's library on November 29, 2022 from 7:01- 8:14 p.m.

### Agenda. A copy of the agenda was shared before the meeting was started.

- Call to order
- Introduction of participants:
  - Mrs. Yolanda White, Principal
  - Jamie Freeman
  - Brad Utrup, President
  - Amanda Estes, Vice President
  - Beverly Stankiewicz, Treasurer
  - Lisa Macomber, Secretary
  - Kristi Weber
  - Marjorie Benac
  - Brad Benac
  - Kate Haynes
  - Jaclyn Prevost-Bethel
  - Patty McWain
  - Katie Swafford
  - Audrey Utrup
  - Emily Seal
  - Toni Kaurich
  - Matt Macomber
  - Mrs. Yolanda White, Principal
  - Mrs. Lovell, 2<sup>nd</sup> grade teacher
- Approval of previous month's meeting minutes (Lisa). Motion to approve minutes passed.
- Treasurer's Report (Beverly). On the back of the minutes.
  - Starting balance \$7,405.65. Current balance is \$4,940.61.
  - One category deposit since last meeting: \$1,442.29 from Trunk-or-Treat. Home Depot gift card has \$912.48 remaining (some used for fall decorations). We are waiting on two checks to clear from the school: \$500 for t-shirts and \$150 from Seeburgers Restaurant fundraiser.
  - Expenses: \$435 for insurance. \$60 for babysitter gift cards. \$275 for IRS non-profit registration. Fall events and Santa Shop purchases were made. In total, we had \$6, 887.37 in expenses for the month.
- Principal's Report (Mrs. White): Thank you to those who supported the bond vote. It was a narrow margin, with strong feelings about Lottie, but there are possible ideas about how the building could be used in the future. If you are someone who would like to be a part of focus groups moving forward for new construction ideas, contact either Mrs. White or Central Administration and you will be added to the list that is being compiled. There are several steps that need to take place before any movement can happen on the construction. There will be some improvements to Lottie in the meantime; example: the Nightlock system on doors for security purposes. These have been installed district wide. Additionally, the staff has been ALICE trained. The district is going towards competency-based education; if you have any questions, please reach out to Mrs. White. The main idea is that each child is an individual learner and learning will be standards-based and more project-centered. It will be a five-year process to roll this out. Focus groups of parents and students were created to discuss this. PBIS seems to be successful, as the number of referrals has significantly decreased. Due to additional funds, the building has been able to provide more support personnel, including a full-time social worker, an at-risk coordinator, and a paraprofessional. The school will be looking at developing committees to work with students who are struggling behaviorally to offer them additional support. The school will be doing a Spirit Week before

Christmas break. Look in the newsletter for additional information. A STEM night is in the works for planning. Mrs. White has an open-door policy if anyone wants to talk.

- Teacher’s Report: Mrs. Lovell had nothing to report; she put out an email to teachers and no one had anything to report.
- Old Business
  - T-Shirts: delivered a few weeks ago (before Thanksgiving). We are pleased with the quality of the shirts and the business was easy to work with. Mrs. White has reached out to set up an online School Store for ordering spirit apparel.
    - A request was made to get PTO shirts as well.
  - Annual Budget
    - Brad created a spreadsheet with the events, what month they will appear in, the sponsors we anticipate receiving, payments/registration fees accepted, raffles that will be conducted, and expenses out of PTO funds.

2022 Lottie PTO Annual Budget						
Event	Month	Sponsors	Payments	Raffles	Expenses	Final
Insurance	Sept	\$0	\$0	\$0	\$400	-\$400
Meetings	All	\$0	\$0	\$0	\$300	-\$300
Class Shirts	Sept	\$3,000	\$0	\$0	\$3,500	-\$500
Field Trips	All	\$0	\$0	\$0	\$1,400	-\$1,400
Restaurant Nights	All	\$0	\$1,000	\$0	\$0	\$1,000
Costume Exchange	Sept	\$100	\$0	\$0	\$100	\$0
Trunk or Treat	Oct	\$0	\$400	\$800	\$300	\$900
Santa Event	Dec	\$200	\$0	\$0	\$400	-\$200
Santa Shop	Dec	\$200	\$1,800	\$0	\$1,200	\$800
Movie Night	Jan	\$0	\$200	\$0	\$200	\$0
Little Caesars	Jan	\$0	\$1,800	\$0	\$0	\$1,800
Read-A-Thon	March	\$0	\$2,000	\$0	\$0	\$2,000
VIP Event	April	\$300	\$0	\$0	\$500	-\$200
Teacher/Staff Week	May	\$300	\$0	\$0	\$400	-\$100
5th Grade Event	May	\$500	\$0	\$0	\$500	\$0
						\$3,400

- Brad asked for any input on changes. Mrs. White asked for clarification that this budget is flexible to changes. She also recommended that we always have a donation jar at every event. Brad also suggested that we offer raffles whenever possible to bring in more money. Beverly mentioned that she included this budget in the Treasurer’s Report. Jamie Freeman suggested doing a 50/50 raffle, as they have been successful in her neighborhood. Brad looked into 50/50 raffles with the State’s Gaming Commission, and you need a permit.
- Motion to approve the budget passed.

- Committee Reports
  - Trunk-or-Treat: Audrey reported that she only received positive feedback from parents and students. 320 students were registered, but it is hard to tell who actually came. It was likely more than that. 36 trunks signed up (40 registered, but illness or events came up). For the future, 40 trunks would be the max we would house. 30 pumpkins were registered and 20 were brought in. Students voted on the best decorated pumpkin. The top ones received medals. This went over well. We had many generous donations. Over 5,000 pieces of candy were donated to the candy monsters. Toni Kaurich donated her DJ services and many items for the raffle baskets. The raffle brought in \$976. \$474 was made from registration. \$1,283 total was gained in for the event. About \$160 was spent in total. Kate, Emily, and Patty were huge helpers the night of the event. Goodfellas food was amazing to work with; he was flexible with the menu and drink selection. He also donated many leftovers to the staff. He told Mrs. White that for future events, we should let people know they can purchase food at the beginning instead of just at the end. A suggestion was made that if there is a trunk that is a one-at-a-time trunk like the gumball machine, that it is at the start of the line. Brad mentioned that it might aggravate people if they don't get to start right away. A suggestion was made to give any specialty trunk like that a special, designated space separate from the other trunks.
  - Restaurant Nights: Beverly reported that Seeburgers night brought in \$150. Cloverleaf Pizza on December 14<sup>th</sup> will be our next night. We have a schedule of who we are trying to solicit for future events with a goal of having one a month: Texas Roadhouse (Jan), Trinis (February), Buffalo Wild Wings (March), Lov-A-Burger (April), Anchor Bay Pitstop (May), and TBD June.
    - Beverly has flyers created when she asks restaurants to participate. She also has a thank you letter for tax donation purposes and a thank you certificate for businesses to hang.
    - A suggestion was made to look at Detroit Wing Company in case any of the above restaurants fall through.
  - Santa Shop: Mandy reported that this event is a lot of work. We had a lot of inventory from past years and much of it was pretty good. We had almost 1,000 items. Emily and Anita went to Debbie's Dollar in Washington before Thanksgiving break to purchase more items. Everything was \$1.25. They purchased a lot of sports themes, pet items, etc. Santa Shop will be Dec. 6<sup>th</sup> and 7<sup>th</sup> in the library with a "Candyland" theme. There are plans to go shopping between those two dates if needed to refill necessary items. All items will be priced at \$2.00. Tomorrow, flyers will be going home with students explaining the event and a form will be stapled that asks for people the student is purchasing for, budget, and money envelope. Teachers are signing up for different times over the two days. An email will be sent out once teachers sign up so parents know when their students are shopping. The school does not want money to come in ahead of time. Donations were secured, but more are still needed: tissue paper, bag filler. This year, each gift will be placed in a white bag and kids will be able to decorate them so they are gift wrapped and labeled. There are also craft kits that were donated so for any student who cannot afford to shop or did not bring in money to shop, there will be an area for them to do a craft activity so no one feels left out. These can be wrapped up if they want so they want to gift them to someone. Mandy also reached out to Laura Thomas at Grace United Methodist Church to seek donations. Jamie Freeman offered to donate a full Grinch costume, Olaf, Santa suit, some decorations, etc. We also need more volunteers to work the Santa Shop. Mrs. White said many parents are waiting to see the class list first because they don't want to be there when their kids are shopping. Beverly is planning on getting change to have on hand. \$50 in singles, \$100 in fives and \$50 in tens was suggested. If anyone wants to help with setup right after school on Monday, December 5<sup>th</sup>, please come from 4-8 p.m.
  - Santa Event: December 8<sup>th</sup> from 6:30-8:00 p.m.
    - The committee believed it was important to offer a free event. Brad, as President, can approve up to \$200 of PTO funds to be used and he approved a budget up that amount.

We are hoping with donations we can get under that amount. We are going to check students in and give them a "Passport to the North Pole" that contains four major events: Pictures with Santa, Cookie Decorating, Letter Writing to Santa, and Reindeer Games. When a student completes each station, he/she will receive a stamp and they can show their completed passport to earn a candy cane! We have secured a donation of hot cocoa. We have a dad volunteering to play Santa. We have a professional photographer, Marjorie, who is volunteering her services and will be taking the photos and emailing them to families after the event.

- Donations still needed: sprinkles and frosting, candy canes.
- There are parking ropes in the PTO storage closet behind the door and arrows we can use to direct traffic as well.
- Little Caesars: fundraiser scheduled for Dec. 16<sup>th</sup> start date and ending on January 15<sup>th</sup>. Delivery will be the week of January 30<sup>th</sup>. If you are on the committee, Brad will reach out for help on delivery day. Distribution will run through the music room with pick up behind the school like last time.
- New Business
  - Movie Night: the group decided to move forward with this, as it is easy to plan and execute. We are hoping to plan it for January 20th. Brad offered to organize this, with Audrey and Katie helping. Movie night works best on Friday. Last year, Hungry Howies cut the pizza into 10 slices instead of 8 and it was roughly \$6/pizza. The added benefit is that you get around the regulations of needing a kitchen staff member working it if it is commercially purchased food. Another option would be hot dogs, juice, chips. Previous movie nights also just gave out popcorn and juice boxes. Other schools have reported difficulties finding popcorn oil. The movie needs to be decided, because if anything PG is selected, parents need to be informed in advance.
  - Tax Exemption: as of last week, we are officially tax exempt as a registered nonprofit. It cost \$250 to file once. As long we fill out paperwork yearly, there will be no additional fees. Brad will update forms. There are some requirements we need to report via a postcard, so Brad will reach out to Beverly. The fiscal year ends June 30<sup>th</sup>. Every year, you must have an accountant audit your books, so save receipts.
- Open Forum:
  - No comments.
- Next Meeting: 01/19/2023
- Adjourn at 8:14 p.m.

## Adjournment

8:14 p.m.

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Notes taken by Lisa Macomber, Secretary

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Date of approval: