
Lottie PTO Meeting Minutes

February 1, 2022

Call to order

A meeting of Lottie PTO was held via Zoom on February 1, 2022 from 7:00- 7:55 p.m.

Agenda.

A copy of the agenda was shared by Brad Utrup in the chat before the meeting was started.

1. Housekeeping issues: please stay muted until the end. If you have questions, please raise your hand. Agenda is in the chat so you can see where we are at.

Introductions:

- President: Brad Utrup
- Vice-President: Mandy Estes
- Treasurer: Krystalynn Campbell
- Secretary: Lisa Macomber
- Principal: Mrs. Yolanda White
- Teacher Representative: Ms. Sarah Hurley

2. Mrs. White encouraged everyone to read the newsletters for information. She has an open- door policy and is happy to meet with parents. She's working on building positive expectations for the students. She is asking for parents to complete the survey sent out via School Messenger as part of the School Improvement plan. Students have just voted on a new school mascot, to be revealed later. We are a Title I school, which means we get extra federal funds to help pay for the literacy tutors. After-school math tutoring has started for students who were invited based on test scores and teacher recommendations. Paraprofessionals have also been funded through Title I.

3. Mrs. Hurley said the teachers wanted to send a thank you to everyone, including the officers, for stepping up and giving up time with their families to help the school. Mrs. Hurley was asked by the Executive Board to query the teachers about what their needs are and how the Lottie PTO can help. She reported that the teachers are interested in continuing the granting of per class or per grade-level stipends. It used to be small amount for grade-level use (snacks for students, consumables, etc.) and an amount for items for the teachers' individual classrooms.

4. Brad presented a little of our history and how the PTO is functioning now.

- Six years ago, there was a PTO with some leadership issues and a complicated story. This group was disbanded by the former principal.
- It took several years, but in 2019, the former principal was ready to let the group start up again and we were gaining successes and then COVID-19 shut us down. Some highlights from the 2019-2020 group included: Dave's Pizza Buffett, American Gymnastics, and Little Ceasars fundraisers; movie nights. We had scheduled a Talent Show and a VIP celebration, but those events were cancelled due to COVID-19.

- In 2021, Mrs. White became the principal and after she got settled in, she reached out to the former Executive Board to get the “nuts and bolts” of the group worked out. The Board has met a few times to go over a few of these things and to get a foundation.
- How we work: the four Board members are the leadership of the group, but everybody is important to the group. We have the official rules that have to be done by the Board, but anyone can step up and volunteer or run a committee, or just offer ideas.
- We have three main categories of work: fundraising, teacher and staff appreciation, and fun events for kids and families. Everyone has different talents and connections, so working together as a group works well.

5. Mandy and Krystalynn talked about our goals for 2022. Mandy mentioned that with the district restrictions, we cannot volunteer in the building, so planning events in-school has been our biggest challenge.

- Indoor recess cart or for outdoor equipment. Still working out details for how this will be handled, but we are considering asking lower-elementary to bring in certain items and upper-elementary families donate other items.
- Future fundraisers at restaurants such as at Trini’s, where we get a percentage of the bill.
- We are working on landscaping the front of the school with the Home Depot grant. We are holding out because the district is looking at a district-wide initiative.
- We made \$1900 in profit from Little Caesars pizza kit fundraiser held this January.
- We want to start a tradition to honor the 5th grade students.
- Mrs. White said she has a meeting with the Superintendent soon and as soon as we have permission to move forward with more events, she will let us know.

6. Lisa shared a Google form in the chat for people to submit their ideas for fundraisers, activities, and traditions. That form can be found at: <https://forms.gle/9W58SSwNZ35DNgPY8>. She also explained membership. In order to become a member, one must fill out the last section of that form and submit \$1 in an envelope with “Lottie PTO” on it to Ms. Coleman in the office. Members can have a vote in what activities we do, where the money spent, and who is on the Executive Board.

- She also mentioned our Weebly page, which can be found at www.lottiepto.weebly.com.
- We have a Facebook page for sharing information about events. That can be found at <https://www.facebook.com/groups/527860204523478>.
- We are looking into PTBoard, which is used by Great Oaks Elementary, that could house all our information. We get a year free since Great Oaks referred us. Our plan is to trial this for a year and then to decide at a future general membership meeting whether we would like to continue using it for their yearly fee.

~ Zoom session ended, due to the 40-minute time limit. We rejoined using the same log in information to continue the meeting. ~

7. Brad mentioned that our next meeting is scheduled for March 2nd at 7:00 p.m. via Zoom. We would like to eventually plan out meetings for the whole year, but would like to get input first on what days and times work best for most members.

8. Q & A session:

- Mrs. White mentioned that we are in the process of becoming a Green School. \$2,225 was raised from the Penny Wars fundraiser to adopt a wolf at the Detroit Zoo. Mrs. Gaedke is working hard at organizing the Green School events. Different grade levels are doing different activities to work towards this goal. Additional funds raised after adopting the wolf will be used towards purchasing books about reducing, reusing, and recycling for the Lottie library.
- Beverly Stankiewicz asked about policies for what is allowed and what is not allowed, per current district guidelines.
 - Mrs. White said as of right now, the school itself cannot sponsor anything within the school. Other organizations can have meetings in the school, but we cannot. Mrs. White would like to do after-school STEM activities for the kids. As of right now, Lottie Elementary is not allowed to have any parent volunteers out of the building. She does believe some of these restrictions might be changing in the next few weeks, but she is unsure of how. If it is an event at another building outside of the school (i.e. FlipOut), we can do that if it is organized by the Lottie PTO. The school can still advertise these events for us.
 - Mrs. White is still planning a field day in the Spring, which will hopefully be outside.
 - They are going to do the best they can to make the 5th grade end-of-year celebration memorable as well.
- Mandy reinforced the membership benefits of having a voice in what events we sponsor and where our money is spent. She encouraged everyone to get their \$1 in to Ms. Coleman.
- Brad mentioned that the bylaws outline the other parameters of being a “member in good standing.” These include attending a previous meeting as well as paying the \$1 annual due.
- Jackie asked what the budget is and how much is in our account from previous years.
 - Brad said we have about \$8,500 from previous fundraisers, plus the \$1,900 from Little Caesars last month. We are going to set up an official budget once we have a group going, and we want the general membership to make the decisions on where this money is spent.
- Mrs. White mentioned the school has received a \$1,250 donation from the Knights of Columbus to be used towards the cognitively impaired program. This will likely be spent on fidgets, compression vests, and a sensory room for students. Mrs. White said this program is a vital part of the school, and we all get to benefit from the various programs Lottie offers.

- Mrs. White has selected a book, to be announced soon, for March is reading month. Things will run a bit differently this year, as they did not have enough funds to buy a book per family, but all families will be able to participate.
- Dotti Ballard submitted her membership fee with the former principal, but never heard anything after that. She was wondering if this was something she would have to do again in order to become a member.
 - Mandy explained this is a yearly membership due of \$1 to become a voting member.
- Ms. Hurley will share the membership information with the staff as well. Teachers must also pay the \$1 if they would like to have voting rights, per the bylaws.
- Brad encouraged parents, guardians, and grandparents to also join as members. He encouraged the males in the students' lives to become a member, as we have many different events and ideas that could benefit from a variety of skill sets (i.e. cleaning up the soccer field behind the school).
- Lisa mentioned that each adult must fill out the membership form and submit the \$1 if they want voting rights.
- Brad ended the meeting, since there were no more comments or questions.

Adjournment

7: 55 p.m.

Notes taken by Lisa Macomber

Date of approval