
Lottie PTO Meeting Minutes

March 21, 2023

Call to order

A meeting of Lottie PTO was held in Lottie Schmidt Elementary's library on March 12, 2023 from 7:00-8:09 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
 - Ms. Hurley, 1st grade Teacher
 - Ms. Gallant, 1st grade Teacher
 - Brad Utrup, President
 - Mandy Estes, Vice President
 - Beverly Stankiewicz, Treasurer
 - Lisa Macomber, Secretary
 - Marjorie Benac
 - Melissa Arant
 - Emily Seal
 - John Seal
 - Matthew Macomber
 - Katie Swafford
 - Audrey Utrup
 - Jaclyn Prevost-Bethel
 - Valerie Rennon
 - Jen Lipa
 - Jamie Freeman
- Approval of previous month's meeting minutes (Lisa). Minutes were approved.
- Treasurer's Report (Beverly). Previous Balance: \$10,929.58. Current Balance: \$11,526.87. Deductions from this month: \$35.70 to feed volunteers during Little Caesar's Pizza Kit fundraiser, \$279.49 to reimburse Mrs. White for pizza for STEM night.
- Principal's Report (Mrs. White): Mr. Jankowski visited the school today for about an hour and visited some of the classes for a new teacher meet-and-greet. He loved the artwork in the building and says he will come back and make himself available to the staff for questions and discussions. We have a few enrichment activities and clubs (most of them for upper elementary) such as LEGO club, Explore, Challenge, Coloring Club. Info coming out soon for a Sewing Club. They are trying to work in more Spirit Days like today's Crazy Sock Day. Friday is "Black Out" Day where students are encouraged to wear black (or their Lottie shirts) and take a break from technology. Look in the April newsletter for upcoming spirit days for that month. March is Reading Month: one school, one book is going well. Students receive a prize if they answer the daily question correctly. Literacy Night: 205 participants. The Lottie PTO provided the pizza meal. Activities were provided by a grant. Mrs. White encourages parents to look at the QR code sent home on the March is Reading Month information for the family SMORE newsletter that has a lot of videos and information. Book Fair went well; we will have one more on the last week of school, which will set the students up for summer reading. This is the Book Fair where if they buy a book, they get a book. Summer School is still on and all kids are invited; more information will come out soon (likely shortly after we return from Spring Break). Field Trips: we started having them again. The 5th Grade just

went to the Middle School to watch the Jazz Band. M-Step: required State assessments for 3rd-5th grade for elementary school. This will start as soon as we get back from Spring Break. An email went out today regarding the dates and tips for how parents can help students get prepared and comfortable for the tests. Mrs. White recommends having students show you the tools they will use on the computer to take the test. NWEA testing is also coming. If you are planning a vacation, please contact the school so they can make sure your child is tested before the window expires. March 23rd: Kindergarten Readiness Night for parents only at Anchor Bay High School. May 23rd: 3rd grade musical. May 16th: Kindergarten Transition Night for parents and kids. This is when kindergarten students can see the school and get a bag of goodies.

- Jaclyn Prevost-Bethel asked if the SMORE could be added to the monthly newsletter; Mrs. White said yes, and she would like to put them in multiple places.
- Jaclyn asked how much was raised by the Literacy Night baskets. Mrs. White will check on this number.
- Teacher's Report: Mrs. Hurley said Mrs. White sent teachers and email asking for teacher suggestions. The teachers came up with a few: Amazon gift cards, external DVD drive for computers (but the Amazon gift card could cover this), people-shaped clip magnets (available at Lakeshore Learning).
- Old Business
 - Cutting Edge Gymnastics Event: Beverly shared the flyer for the April 22nd (Saturday) 2-4 p.m. event that has been shared on Facebook. 18 people have registered so far. She strongly recommends registering ahead of time. Cost is \$15/child. The goal is to get 100 students which would be \$1,000 in profit to our school.
 - Popcorn Fridays: Brad and Audrey went to GFS and purchased supplies for \$118, which should cover us for 2 events. The first time we will try to cover a bag of popcorn per kid. Brad got a GFS rewards account under Mrs. White's name, school address, school phone number. Our tax exemption is on file so we don't have to pay tax. There is a rewards program available as well. There will be a physical card in the Lottie PTO folder if anyone needs it to purchase items for the PTO. Mrs. White suggested making the popcorn behind the stage. Audrey will be leading the popcorn making; if anyone is available to come next Friday morning, please come. Emily Seal, Mandy Estes, and Jen Lipa said they would come. Brad and Beverly will try as well. Marjorie said her mom could come.
 - Audrey asked Mrs. White when she wants the popcorn distributed. Mrs. White said during the movie (time TBD).
 - Spa Fundraiser: Will be held the weekend of May 5th and 6th at Emerald Aesthetics in Chesterfield at 21 and Gratiot. 15% of sales on services and retail products over that weekend will be donated back to Lottie. (Note: this does not include gift card sales). Waiting on a flyer from the spa to send out.
 - PTO Funds: Brad said we heard from the teachers tonight to see what is requested. We will let this item go until April and decide then how much we want to spend.
 - Jaclyn asked what needs to be left in the budget each year. Brad said at least \$3,000 (to help cover shirts for the following year).

- Life Vac: Mandy proposed purchasing this life-saving choking device. Mrs. White got permission from the Superintendent to buy it. We can get the “home pack” for \$161.96 for three of them. The motion passed; Brad will purchase them tonight. These will be kept in the kitchen and one in the office.
- Committee Reports
 - Restaurant Nights: Buffalo Wild Wings brought in over \$600! Thanks to Valerie for coordinating this. The committee met its budget for the year! The Gym Jam at Cutting Edge will be our April fundraiser night instead of a restaurant night.
 - Teacher Appreciation: the committee met today to discuss ideas. They are thinking of doing something similar to last year with the stars that students write positive messages about staff but doing a paw instead. Audrey will check to see if the Early Childhood Center has a paw die cutter. They are also going to do a sidewalk chalk party the Sunday afternoon before school starts, weather permitting. They are looking for donations from Staples for a supply bar. Another idea is a “room service” where teachers decide on what snacks and drinks they want delivered to them. They are also thinking about getting Easter baskets after the holiday on sale and asking students to bring in healthy snacks for staff. They would also like to purchase a little succulent or carnation for each teacher and possibly using some of the Home Depot gift card. Taco Tuesday lunch on the Teacher PD is being considered. A Friday pizza lunch will be considered as well.
 - 5th Grade Celebration: As of 3:45 p.m. today, we have RSVPs from 31 5th graders (so just over half) with an additional 59 adults joining them. We have \$245 in donations. This will not be enough to cover what we currently have planned (food and beverages for attendees, gifts for the 5th graders) so the committee will likely have to use the \$500 devoted to this event from the PTO budget. Kona Ice is booked as well as a yard bomb for a photo opportunity. We are serving pizza and water. We will have yard games and a photobooth backdrop for people to take photos. The committee meets tomorrow.
 - Marjorie suggested looking at The Dollar Tree for combination locks.
 - A suggestion was made to put our group on NetworkForGood through Facebook.com (on a computer) to seek donations.
 - VIP Day: Mandy talked to Mrs. White to coordinate the VIP Day with the last Book Fair on June 6th. Mandy will reach out to the committee within the next week or two to start planning this event. This will be at 8:15 a.m. and may be called “Donuts with Grown Ups” and each child would be able to ask one grown up to come with them.
- New Business
 - Executive Board Elections: the Secretary and President positions will be open next year. Mandy and Beverly will stay on the Board for an additional year. Nominations must be submitted between now and the end of the April meeting on 4/26 so we can vote at the May meeting. Email LottiePTO@gmail.com if you’re interested in running or nominating someone. Our bylaws state the following terms for Executive Board officers:
 - The Executive Board shall be elected by ballot at a regularly scheduled meeting in May. A board candidate shall be nominated by the close of the April meeting.

- In order to be eligible for office, nominees must be a member in good standing, see Article IV, Section 2. (Article IV, Section 2 reads: The Organization shall conduct an annual enrollment of members, but persons may be enrolled as members at any time. Each member shall pay annual dues of \$1.00 to the Organization. Only members in good standing of the Lottie PTO shall be eligible to vote in its business meetings, or to serve in any of its elective or appointive positions. A member of good standing shall be defined as: an active participant, having attended at least one previous meeting, volunteering for Lottie PTO functions, has paid their annual dues, and following these By-Laws.
- Officers shall assume their official duties at the close of the general membership meeting held at the end of June.
- The outgoing and the newly elected officers shall have a joint meeting prior to the start of the new school year or first general membership meeting.
- Board members will serve a two-year term, with two newly elected officers each year, although board members can resign at any time. Officers may be re-elected to any number of consecutive terms.
- Open Forum:
 - Jamie Freeman asked if there was any need for an “insanely large box of frisbees” that probably say Staples?
 - The 5th grade celebration committee will take them for “swag bags”
- Next Meeting: 04/26/2023

Adjournment

8:09 p.m.

Notes taken by Lisa Macomber, Secretary

Date of approval: