
Lottie PTO Meeting Minutes

March 2, 2022

Call to order

A meeting of Lottie PTO was held via Zoom on March 2, 2022 from 7:03-8:32 p.m.

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

1. Call to order
 - Zoom walk-through, voting
 - Mandy requested that participants change their screen names to first and last names, so we can keep track of who is on the call.
 - Brad asked all participants to stay on mute unless they have a question or comment. If questions or comments arise, please use the “raise hand” function or put the questions in the chat.
 - Brad showed us the “reactions” function to vote using the “thumbs up” for some voting tonight. When we vote using the chat, please write “yes” or “no” in the chat if you are a voting member.
2. Approval of previous month’s meeting minutes presented by Lisa.
 - Thumbs-up vote passed majority.
3. Treasurer’s Report presented by Krystalynn. Krystalynn said the starting balance for this year was \$6,816.35. We had two deposits totaling \$1,939.00 from the Little Caesars fundraiser (\$1,896) and members’ dues (\$43). Our current balance is \$8,755.35. We have not made any purchases as of yet for this year.
4. Committee Reports: none for this meeting
5. Principal’s Report presented by Mrs. White. March is Reading Month. There are a lot of events going on right now. The literacy specialist was heading this up, but got sick last week. The book fair is going on right now and seems to be going well. We have BINGO cards that went home for reading at home. If the child fills it in completely, they can get a ticket for the Lottie school-wide event at Jimmy John’s Field. Reading t-shirt order forms have gone out and are due on Friday. Teachers are decorating their doors right now as well. One initiative is the PBIS (positive behavior interventions and supports) that looks at ways they can support students’ behavior in positive ways. A big part of PBIS is having school-wide expectations in many areas (school, bus, cafeteria, etc.). The students voted on a new mascot: Lottie Labradors. Mascot Junction will be creating new posters and materials for this. May 4th: scheduled Walk-a-Thon to get the students out walking to support physical activity. Window graphic on the back side of the school is peeling off. It had a 2-year warranty and was purchased in 2019. The company is going to redo the graphic with the new mascot for only \$2,000 (was originally \$6,800). Mrs. White will be raising funds to support this purchase. Library- PTO matched funds from last year. These books have been purchased and are on the shelves for students to enjoy. Mrs. White received a phone call from MSGCU for another \$750 grant as long as books

are purchased to promote diversity and inclusion. Our new Librarian, Mrs. Willey, is working to get those books ordered. The Green School application, completed by Mrs. Gaedke, has been submitted and sent out. They are looking for donations of sweatpants for students who have accidents or get pants wet at recess. Last year, some money was donated from Home Depot for landscaping to the front of the building. Mrs. White was concerned because the district was looking at doing some things with bond work. April 23rd: District-wide beautification day from 8-2 p.m. We can work on that day, as long as we stay away from the entrance of the door (no bushes or anything like that close to the door). Mrs. White asked if there was anyone who was a landscaper who could design something or help us plan. The focus will be mostly on underneath the Lottie sign. Mandy, Krystalynn, and Mrs. McWain volunteered to help.

- Jamie Freeman said that her family thanks Mrs. White and whoever selected this year's book, as they are enjoying it. Mrs. White said she would pass this along to Mrs. Sacker, the literacy coach, who recommended it.
6. Teacher's Report presented by Mrs. Hurley. The teachers were told about their invitation to join the Lottie PTO. Mrs. Hurley said the students are "super excited" about the library and how the librarian is reading to them when they come to the library. The kids are also excited about March is Reading Month. She shared that one student noticed this book is the first in a series of three.
7. Unfinished Old Business
- Summary of membership survey results presented by Lisa. Lisa compiled results from last month's membership survey and shared the PowerPoint with the group. This slide deck contained ideas for fundraisers, social events, and traditions. Brad said he was appreciative of all the ideas. Some will be hard to get started this year due to COVID restrictions, but it gave us a great starting point for next year.
 - Jamie Freeman said March 21st is World's Down Syndrome Day. In her formal school in Dearborn, they did "Rock Your Socks" day where students wear funky socks since students with Downs Syndrome have an extra chromosome and it looks like a sock.
 - Membership update, PTBoard presented by Mandy. We have 46 committed members. We are still waiting on 3 people who are sending in their membership dues. There are 34 parents and 12 staff members.
 - PTBoard: we received a year free and will start using it. We will send an invite in the next day or so for you to put in your information and your students' names and grade. It's a place where we can put all of our PTO information in. You can sign up for committees and see the calendar of events. Brad logged in to show people what it looks like. Mandy mentioned that we are just getting started, so please bear with us while we get acquainted with the site. You will receive a link where you can create your own log-in.
 - Carlie Critchett asked about the membership process. Brad explained that there is a form online. It will be shared in the chat soon.

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

Jackie Prevost-Bethel commented that at previous PTOs, they have often started by sharing the names of members and the names of their children and grades to help create a bond among members. Brad recorded this suggestion and we will do this at the start of next month's meeting.

Krystalynn shared that several parents have had issues getting into the Zoom link since it was sent via School Messenger using Microsoft Word. Brad recommended sending out PDFs from now on. Lisa went to Facebook to send direct messages to those who were having issues.

8. New Business

- Ratification of the bylaws presented by Brad.
 - Vote via chat. 17 voted yes. Bylaws approved.
- Recess item drive presented by Lisa. Lisa met with Mrs. White, who talked to the recess supervisors to see what items are needed for both indoor and outdoor recess carts. This list was compiled into a sign up. PTBoard will be used to sign up for this drive. The donation will be open to everyone in the school, not just Lottie PTO, and we will collect items through March 21st.
- Trini's fundraiser for March 21st presented by Krystalynn. 15% of proceeds will go to Lottie PTO for sales throughout the entire day. We just have to create a flyer.
 - Brad said that restaurant fundraisers are minimal effort on our part. His vision is that we have a group of people who are willing to work on this to get other restaurant nights planned. Anyone who would like to volunteer for this is welcome.
 - Mrs. White and Jaclyn Prevost-Bethel suggested Texas Roadhouse as a future restaurant fundraiser.
- 5th grade celebration, fundraiser, and t-shirt presented by Brad. Nothing is set in stone, but we want to start planning it. We have checked into Brandenburg Park to rent a pavilion. What we need tonight is to gather a group of people who are interested in joining a committee to get the ball rolling.
 - Krystalynn volunteered to help. She has already reached out to Brandenburg Park and to a t-shirt company for a 5th grade shirt.
 - Mandy asked for volunteers to put their names in the chat. Stephanie Halicki and Anita Mills volunteered to help out.
 - Krystalynn suggested a teacher pie-in-the-face fundraiser to help raise money. 5th graders could raise money to purchase tickets for an opportunity to pie a staff member with a whipped cream pie. This could be done outside of school, but cannot be done as a whole-school assembly. Brad gave his consent to spent the \$150 to reserve a pavilion at Brandenburg if the 5th grade committee decides they want it there.
- The New Rink roller skating event for beginning of May presented by Mandy. It's at 23 and Van Dyke. We can pick a day for a 2-hour slot, possibly in May, where

students would be the only people there. The rink charges \$8/person, but we can charge whatever we want. They charge \$2 for rental of skates or rollerblades. They also offer the add on of 1 slice of pizza + pop OR 1 hot dog + pop for \$1.50. This wouldn't be a big fundraiser but would be a great social event. Mandy asked for a committee to decide what we want to charge and what we want to offer. The rink does ask for volunteers to help chaperone and they also recommend pre-selling tickets. There is no minimum number of people needed to run this event.

- Emily Seal asked if this was an event that siblings who do not attend Lottie could also attend. Mandy said yes, any family members could join.
- Brad asked for volunteers to help organize this event. Krystalynn, Mandy, Emily Seal, Mrs. McWain, Anita Mills, Jen Lipa, and Stephanie Halicki volunteered to help.
- Teacher and Staff Appreciation: We have nothing planned yet for this, which will take place the first week of May. Brad will chair this committee. Mandy, Marjorie Benac, Audrey Utrup, Jennifer McEveney, Emily Seal, Matt Macomber and Jackie Prevost-Bethel volunteered to help with this.

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9. Open Forum.

- Jackie Prevost-Bethel shared her excitement over the book choice. She shared that her son is a student in the CI program and they are starting to enter the cafeteria for lunch now, so the other children will start to see them more. She also appreciates the guest readers, as it helps include those students who are unable to read on their own.
- Matt McEveney mentioned that the basketball hoops and baseball diamonds are looking rough. He is hoping we can work on these. Mrs. White said she will add these items to the list of things to address on the beautification day. Brad shared that he is also hoping to work on the fields, using his AYSO connections, and is hoping to get a group together in the next year to work on these. Mrs. White shared that there are many students who go through those fields on their dirt bikes and ATVs and damage the fields. We may have to look at installing a fence in the future.
- Krystalynn was wondering if Jimmy Johns has anything they could offer for the improving the fields. Marjorie Benac said she is a host family for the team, and will reach out to them to see if there's anything they can help with.
- Mandy shared that if you are new tonight, fill out the membership form and submit your \$1.00 to Angela Coleman in the main office.
- Jackie Prevost-Bethel asked if Lottie will be setting up a Remind or a Class Dojo for communication. Mrs. White said she is going to reach out to the parents to see what communication method they prefer. There will not be anything set up for this year since it's too late in the year, but there will be something in place for next year.

10. Next Meeting: Wednesday, March 30th at 7:00 pm.

11. Vote to adjourn
 - Thumbs-up vote passed.

Adjournment

8:32 p.m.

Notes taken by Lisa Macomber

Date of approval