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# Lottie PTO Meeting Minutes

## September 20, 2022

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### Call to order

A meeting of Lottie PTO was held in Lottie Schmidt Elementary's library on September 20, 2022 from 7:02- 8:45 p.m.

### Agenda.

A copy of the agenda was before the meeting started.

- Call to order
  - Welcome - Brad Utrup.
  - Introduction of participants
    - Brad Utrup, Lottie PTO President
    - Lisa Macomber, Lottie PTO Secretary
    - Beverly Stankiewicz, Lottie PTO Treasurer
    - Mandy Estes, Lottie PTO Vice President
    - Rachel Schweiger
    - Ms. Libby Fortune, Lottie art teacher
    - Ms. Yolanda White, Lottie Principal
    - Holly Gruzowski
    - Ms. Mary Lovell, Lottie 2<sup>nd</sup> grade teacher
    - Chelci Kuiack
    - Melissa Arant
    - Amy Vistisen
    - Emily Rekowsking
    - Jaclyn Prevost-Bethel
    - Brittany DeVoogd
    - Jen Lipa
    - Patricia McWain
    - Michelle Groth
    - Kate Haynes
    - Emily Seal
    - Danielle Morris
    - Marjorie Benac
    - Stevie Napper
    - Kristi Weber
    - Audrey Utrup
    - Toni Kaurich
- Principal's Report (Mrs. White)

- Title I school: by law, she has to provide this information at the beginning of the year. She handed out a Student/Parent/Teacher Contact agreement to participants. These will be seen again at Parent/Teacher Conferences. Please read it over and ask any questions if they arise. It has been adjusted for the new PBIS system.
- PowerPoint presented with new vision and mission.
  - Vision: Educational Excellence Together- Educate, Motivate, Collaborate, Cultivate
  - Mission: Empowering all students to succeed in an ever-changing world.
  - The mission of Lottie M. Schmidt Elementary is to develop personal responsibility, strong academic skills, social sensitivity, and a sense of well-being in each child.
    - The mission will be revised this year with input from staff.
  - Title I: federal classification which provides additional funding and programs to benefit our students. This means Lottie has about 32-33% student on free/reduced lunch which gives the school extra money. Some of this pays for the Literacy/enrichment tutors and paraprofessionals.
    - 2 literacy tutors
    - 2 literacy paraprofessionals
    - 1 literacy specialist.
    - Added this year: an at-risk tutor and a math tutor who will start this week. The math tutor will focus on grades 2-5.
- All staff is highly qualified. The at-risk tutor is the only person not a certified teacher (she has a Human Development background).
- Additional funds can be used for purchasing supplies and materials to work with at-risk students and offer after-school tutoring programs. These funds can also be used on items to challenge high-achieving students.
- District assesses all students in reading, writing, and math up to three times a year. Scores are used for determining which students need additional services. Contact Mrs. White for more info on assessments.
- Mrs. White would like to start offering a morning and an evening time to reserve for an “open door” meeting for parents and guardians who have questions or would like to speak to her. She would love suggestions for how to use the funds available to her. She wants input from the community members.
- School Improvement: required by the state. Data analysis is used to determine areas of weakness and research driven interventions and strategies are used. The district’s goal is all students will be proficient in informational reading.
- Lottie’s goals:
  - All students will be proficient in math, English language arts, and science.
- All students are taught Kagan Cooperative Learning strategies.
- PBIS: Positive Behavior Interventions and Supports will focus on PAWS (the new acronym at Lottie): Prepare, Act responsible, Work and play safe, Show respect. Around the building, you will see new posters with the acronym containing the guidelines for appropriate behavior in that specific area. They also have the new Labrador logo and say the Labrador pledge. Mrs. White is giving away prizes for correctly answering questions based on the PAWS expectations in order to reinforce expectations and build culture.
- Positivity Project: a focus in Anchor Bay Public Schools. Based on the 26 characteristics research shows exists in highly successful people. The focus is to empower our students to build positive relationships and become their best selves. About 15 minutes each day after announcements is spent learning the characteristics.
- How to be involved: reach out to Mrs. White, join the PTO group, participate in the Principal Chat, participate in the Superintendent’s meetings.
- Spirit Wear: there will be a sale before Christmas. Mrs. White is looking for a good company who can provide a variety of options at the best price.

- **Teacher's Report:** the teachers decided to rotate this year with representatives based on a sign-up instead of the same teacher attending each minute like last year. Mrs. Lovell was present but did not have anything to share initially. Mrs. White said she has been working with Grace United Methodist Church. The teachers have asked for Amazon Smile Wishlists and the Church will help advertise and information will come out soon about that.
- Brad described the history of the Lottie PTO. When Mrs. White became principal, she reached out to a few of us who were on the previous Lottie Lanterns Board. This small group met with her via Zoom to develop the new bylaws and Lottie PTO group.
- Approval of previous month's (June 2022) meeting minutes (Lisa Macomber).
  - All voted in favor of approval.
- **Treasurer's Report (Beverly Stankiewicz).** Report can be found at the back of the agenda. Starting balance: \$7, 405.65. We added \$53.00 from membership dues. We purchased a PTO banner for \$87.25 that you may have seen at the Open House. We are working on fundraising for t-shirts and have received a \$500 from Dr. Rinke, a \$100 reimbursement check from Brandenburg rental from last year's 5<sup>th</sup> grade celebration.
- **2021/2022 PTO Highlights (Mandy Estes)**
  - **Events:**
    - The Rink was a social event for families and students. The kids had a great time, with over 200 skaters! Door prizes were raffled off.
    - The 5<sup>th</sup> Grade Celebration at Brandenburg Park at the end of the school year. The 5<sup>th</sup> graders raised money and did pie-a-teacher event where students won gift bags. There was a slushie machine, photobooth, and catered picnic.
  - **Field Day Shirts:** the PTO would like to be able to fully fund spirit shirts for the students with the new logo and colors. It is about \$3,000. In the summer, the PTO Board has reached out to local businesses and has so far secured 3 businesses, each donating \$500 to put their name and logo on the back of the shirts. If you know of a business who would want to advertise in this way, please contact a PTO board member. We already have one dentist and one realtor, and both were promised exclusivity in their field. So, if you know anyone in sectors other than dentistry or real estate, let us know! We are also working on a thank you letter and certificate for the donors. An anonymous donor in the meeting offered to donate \$1,000.
  - **Fundraising:**
    - **Little Caesars Pizza Kits:** a very successful fundraiser (last year we brought in almost \$1,900 with very little effort on our part). We will keep this for this year in the winter.
    - **Trini's Restaurant night:** they were so busy, they had to call in extra employees! We would like to do more restaurant nights.
  - **Landscaping:** prior to COVID hitting, Mandy approached The Home Depot and was granted a \$3,000 gift card to use towards landscaping the front of Lottie. The Home Depot's Project TEAM was going to design it and do the work, but that program was shut down. Brad Utrup designed it and the Utrups and Macomers helped with the landscaping. Audrey

Utrup watered the landscaping all summer. We also purchased some bird feeders, a new American flag, and lighting. If you have ideas on how to spend the remaining \$1,204 to spend at The Home Depot, let us know. Mrs. White is looking at starting a Green Club and is interested in maybe doing a sensory garden.

- Soccer Nets: Mrs. Elliot, a teacher here, is married to Shawn Elliot on the AYSO Board. He reached out and donated two kid-sized goals which are now in the soccer area behind the school.
- Recess carts: there were many outdated games and equipment, so did a drive at the end of last year to restock. They are probably in need of going through again to toss out more items and reorganize.
- Teacher/Staff Appreciation: a whole week of food and supplies were donated for the staff, all donated from local businesses.
- New Business
  - Bylaws and Logistics: Brad summarized these for us. A copy of the bylaws were passed out at the meeting. These were pulled from other PTOs. The \$1 voting membership fee is standard for PTOs. The leadership roles are for two-year terms. This is Brad Utrup's last year as President as he will no longer have children in the building and Lisa Macomber's last year as Secretary, as she will not be running for re-election. We tried to schedule meetings on various days to accommodate a variety of people's schedules. Bylaws can be changed by vote from the members. If we vote on issues, you must have already paid your \$1 and attended at least one prior meeting. Fundraising must have a purpose, per the bylaws. This year, the need seems to be that teachers need money to support field trips. We also have fun, social, community-building events. The annual budget, per the bylaws, must be set at the start of the year. Since this is the first year we have been in operation, this is more difficult as we do not have a rough guideline of what will come in or go out. We do, however, need to plan how much we want to leave in the account at the end of the year. The Board would like to keep a minimum of \$3,000 at the end of the year.
    - A vote was taken for a leaving a minimum of \$3,000 at the end of the year passed.
  - Committee Reports: these will be a large chunk of future meetings. The committees will be where all the main work will focus. We will sign up for committees at the end of the meeting. At that point, members are free to gather and start planning. One Board member will be assigned as a point-of-contact person so that Mrs. White is not bombarded with questions.
  - Costume Exchange: Mandy is the Chair. Chantel Hines came to us with the idea of sponsoring a Costume Swap. We are asking parents to send in gently used costumes to the school. Near Lower EL and Upper EL doors, there are boxes to drop off costumes. On October 1<sup>st</sup> at Grace Church, we will hold the event. The PTO is looking for volunteers to go to Grace Church the day before to go through the donated costumes and organize them based on size. The day of the event, students can shop the available costumes. If you have time on September 30<sup>th</sup> at 4 p.m. or October 1<sup>st</sup> at 11:30, please put your name on the committee sign-up sheet before leaving the meeting or reach out to a Lottie PTO Board member. We are also looking for donations of refreshments (donuts, cider). Grace Church will also be doing a donation-only bake sale for their church to support Lottie and other local

schools. This event is sponsored by The Hines Team (real estate company), who is also donating a treat bag for people who attend the event.

- Mrs. White mentioned there is Feed the Bay for families who are in need of food.
  - Grace Church also has certificates for free haircuts for students and families at Grondins for school picture day!
  - Grace Church has dedicated a lot of time and resources to help Lottie so far. Some parishioners will be coming in to play games with students and eat lunch with them. If you can think of other ways they can help, let us know!
- Halloween Event: Trunk-or-Treat Chaired by Audrey Utrup. The tentative date is Friday, October 21<sup>st</sup> for about two hours (likely 6-8). The big thing will be to ask families to be a trunk to pass out candy and to donate candy. The families who are decorating a trunk will get free admission to the event. We will also have a pumpkin decorating event and families can submit as many pumpkins as they want and we will have voting for the best pumpkin! We may also give out donuts and cider/juice boxes. There is also an idea of having a food truck. We will also accept decorations if families are willing to loan them for the night.
- A member offered to reach out to National Coney island to seek a donation.
  - A suggestion was made to contact the high school groups like Student Council, NHS, Key Club, ROTC, Teacher Cadet, etc. since many of these students need community service hours.
- Committees for this year: These are proposed committees for the year. They are not set in stone, and more can be added. A Board member will be assigned as a point-of-contact person for each committee.
- Restaurants: these can be done up to one a month. This is the committee that reaches out and coordinates the fundraising nights where a percentage of sales goes to our school
  - Nov Fundraiser: this has been talked about, but something like Blake's Cider Mill or Achatz Pies is thought of.
  - Santa Shop: we need a committee to organize and purchase these gifts and run the event.
  - Christmas Event: something like Cookies and Milk with Santa. Three members have connections with Santa and will coordinate! Mrs. White has connections for refreshments as well for hot cocoa.
  - Little Caesars fundraiser: this is easy since it is all online. We like to keep this fundraiser after Christmas, so in January.
  - New Rink event: since last year's was so successful, we are hoping to do this again this year, possibly in February.
  - Movie Night: these were done in the Lottie gym with pizzas available. We usually purchase the movie and raffle it off to a student in attendance.
  - March Read-A-Thon: Last year's Walk-a-thon was very successful. She offered that we could do something like that. This fundraiser would hopefully cover field trip costs and would be the biggest fundraiser of the year. Mrs. White will help this committee.
    - A vote to move forward with this fundraiser passed.
  - Spring Fundraiser: this is wide open. Some suggestions have included Mother's Day flowers.

- Teacher/Staff Appreciation: this is a national event, usually occurring the first week of May. We want to coordinate something for each day for the staff.
  - VIP Day: combination of the previously held Muffins with Mom/Donuts with Dad but this is more inclusive for other adults who are important in students' lives. We are hoping this could be done in May. Mrs. White wants to look at the Positivity Project calendar to see when it works well in that schedule first, though. The idea is that students can bring in a special adult in their lives to have a breakfast with them in the school.
  - 5<sup>th</sup> Grade Celebration and Fundraiser: was held at Brandenburg last year. This committee would plan the celebration and fundraiser to help fund the event.
- Unfinished Old Business
    - Home Depot Money: please contact us with ideas on how to spend the remaining money in a gift card.
- Open Forum:
    - A suggestion was made to bring back the Lock-Ins from past years, with either teacher volunteers like before or Lottie PTO volunteers running the event. December is a great time to host one of them so parents can Christmas shop while their kids are having fun after school!
    - Mrs. White said the district is encouraging schools to have clubs, so more information will be coming out soon about some new clubs at Lottie!
    - [LottiePTO@gmail.com](mailto:LottiePTO@gmail.com) is a great email address to reach us. We also have a Lottie PTO group on Facebook. You can email Brad at [butrup@gmail.com](mailto:butrup@gmail.com).
    - A suggestion was made for doing an extra school-wide party since the kids had such a great time with last year's walk-a-thon.
    - A suggestion was made to offer a \$5 gift card to Starbucks, Bigby, etc. to the volunteer high school Teacher Cadet students who are babysitting the kids during the Lottie PTO meetings. These gift cards can be ordered through Anchor Bay's High School CI program. Mrs. White donated \$100 towards this. Patty McWain will organize the purchase and distribution of these cards since she runs the Teacher Cadet program.
      - A vote for using up to \$100 of Lottie PTO funds for purchasing these gift cards (if Mrs. White's donation does not cover the cost) passed.
    - A comment was made that the Lottie PTO Info sheet that has the Kroger Rewards and donation information was helpful and these programs were very easy to sign up for.
- Next Meeting: Wed, October 19 at 7:00 p.m.
- Mandy reminded everyone that if you want to become a member, there are forms in the back. There are also volunteer forms in the office or available online if you want to volunteer at the school.

Adjournment 8:45 p.m.

Notes taken by Lisa Macomber, Secretary

Date of approval: