

## Lakeview PTO Meeting Minutes

Meeting Agenda: Thursday, May 6, 2021 7:00 PM via Zoom

1. Call to Order – 7:06
2. Introductions –
  - a. PTO Board – Tyson Bunch, Katie Allred, Erin Koht, Michelle Starkel, Ashley Crane, Tricia Johnstone (quorum = yes) (not present Kristin Frank, Jennifer Ard, Leah Hatfield)
  - b. Teachers and Parents – Holly Manley (teacher/parent), Monica Newton, Deb Carlson, Bobbie Jane, Holly Merritt, Crystak Brezovec, Irene Bezzerides
3. Approve Previous meeting minutes – **See decision items**
4. Teacher/Miracle
  - a. SBAC testing in progress
  - b. Promotion
    - 5<sup>th</sup> grade awards assembly, clap out on Thursday 5/27 end of day
    - Drive through on Friday 5/28
  - c. 2021 – 2022 – 25 teachers/ classes
    - Need to vacate the PTO room by end of June
    - Arts Attack supplies – potentially redistribute to teacher supply room
    - Potential for new shed near D3
    - PTO needs to coordinate w/ Miracle for a day when we can clean it out
5. Financials - Michelle Starkel
  - a. Golf – see 6g below
  - b. For Gala 2022 planning – still have deposit Caterer \$2600
  - c. Actual vs. Budget estimates for the 2020 – 21 school year, overall only exceeded budget by \$957
    - Total program income – actual \$62,722, budget \$25,000
      - Boosters, spirit wear, dinner out, Boxtops, Amazon smile, unrestricted donations
    - Cost of goods sold – actual \$13,459, budget \$3,600
      - Masks, golf tournament
    - Business expenses – actual \$35,011, budget \$33,234
    - PTO operating expenses – actual \$3,732, budget \$2,913
    - Total income – actual \$10,519
    - Approximately \$60,000 in bank accounts to carry over to the new school year
6. Current Business/Action Items (Updates)
  - a. Review Bylaws Changes and vote on revision (Action Item) - Tyson – **See decision items**
  - b. Advertise fundraising Opportunities (Action Item) - Ashley/Katie
  - c. Wix Cancellation – Tyson
    - Submitted Apr 9th - Will hear back within 20 business days.
    - Refunded \$168 on May 5, 2021
  - d. Farm Fresh to you - Tyson
  - e. Mask Review - Michelle
  - f. Family Events Updates - Kristin/Jennifer
    - Purple Place in May
  - g. Golf Review – Michelle - \$14,000 (revenue) – 8400 (expenses) = \$5600 net revenue
    - Salesforce matching +1000
    - Parking spot auction +1000
    - \$7600 total revenue
  - h. Teacher appreciation Review (Action Item) – Deb
    - Monday – Sweet notes from students and Cinnamon rolls from PTO
    - Tuesday – Flowers from students with vases from PTO
    - Wednesday – Supplies from students and gift hand soaps from PTO
    - Thursday – Snacks from students and We're fortunate to have you – Panda Express - fortune cookies from PTO
    - Friday – Gift cards from students and Sweet treats from PTO

7. New Business

- a. PTO Get together in June (New/Existing/Outgoing Board) – tentatively plan for 6/26, Tyson will send an email reminder
- b. Vote on PTO Zoom account at 150.00/year under operating expenses. – See decision items
- c. Vote on new board members  
(<https://docs.google.com/forms/d/1i4vX6zf1IG882TK-wNIQ5ToNLmyCM8Zfu8-N3ax7-9M/edit>) – See decision items
  - Nominations:
    - President – Tyson Bunch (incumbent)
    - Vice President – Irene Bezzerides
    - Treasurer – Erin Koht
    - Financial Secretary - [Deb Carlson knows someone]
    - Secretary – Holly Manley
    - Publicity/ Communications – Ashley Crane (incumbent)
    - Family Events – [open, consider converting to a committee position]

8. Miscellaneous

9. Adjourn – 8:50

Decision items:

- Previous meeting minutes – April – approved unanimously
- Updated and Amended Bylaws – approved unanimously
- PTO Zoom Account - \$150/year - approved unanimously
- Vote on new board members 2021 – 2022 school year - approved unanimously

Action items to carry over to next meeting:

	Item	Assigned to	Status
1	Bylaws – all PTO review current bylaws for potential amendments, be prepared to discuss and close out at May meeting	All	Complete
2	Teacher appreciation Week (5/3 - 5/7) – need virtual/ no-touch ideas, need a chair, Irene can help	Tyson	Complete
3	Advertise fundraising opportunities – Amazon Smile, Target, Farm Fresh to You, eBoxTops – develop list and add to newsletter footers	Katie work w/ Ashley	In progress
4	Wix charged for next year – research if we can end subscription and get refund to Tricia's card	Tyson	Complete
5	PTO Zoom Account - ~150/year - need to vote on via email or in May	Tyson	Complete

*Note: when starting minutes for next meeting, delete the "Complete" items from the previous meeting, and change "New" items to "In progress"*