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
        - 5th 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 Cancelation – 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-wNlQ5ToNLmyCM8Zfu8-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"