

Meeting Minutes

Lakewood School PTO

Date: October 9, 2018

Location: Library

Meeting Called to Order : 6:39 pm, by Gretchen Heckel

Number in Attendance: 10 (Gretchen, Cheri, Danielle, Kari Collins, Mary McCormick, Steph Nelson, Mary Baney, Heather Blake, Kristine Hedrick, Angie Yttri)

Minutes: Mary motioned to approved Sept minutes, Heather 2nd the motion

Treasurer Report: Mary motioned to approved Sept report, Heather 2nd the motion

Old Business

- **Trunk or Treat:** time is set from 12:30-2pm, decorate car from 12:30-1

New Business

- **Elections:** All positions available. Danielle nominated Gretchen Heckel for President, she ran unopposed, vote passed, Gretchen re-elected President for 2018-2019. Gretchen nominated Cheri Dohse for Vice President, she ran unopposed, the vote passed, Cheri elected as VP. **Mary McCormick nominated by Danielle for Treasurer position, she ran unopposed, vote passed, Mary elected as Treasurer.** Danielle Gourley nominated by Gretchen for Secretary, she ran unopposed, vote passed, Danielle elected as Secretary.
- **Bingo for Books:** Friday November 2, 2018, 6:30-7:30pm, popcorn and juice will be served. Speak with Allison Erickson, the new Reading specialist to see if she has interest in participating in this event.
- **PTO Membership/ Box Top Drive Week of October 15-19.** Flier to go home with information about both on it this week. Both will be announced on social media, school to blast out, and teachers will be notified.
 - Class with most memberships/box tops will receive a class treat (popcorn, popsicles, donuts etc..), and teacher will also receive a prize. Mailbox to be placed in office and box tops collected there. Steph Nelson suggested having younger grades cut box tops during their fine motor portion of the their morning routine. Mary Baney suggested inquiring around at retirement communities to see if any of those residents would like to cut and sort box tops. Some members offered to take home a portion to help cut/sort.

- **Polar Express:** Saturday December 1, 2018, 1:00-4:00pm
 - Various activities so far include: Bounce House, decorating cookies, pictures with Santa, Classroom baskets, raffle prizes, Classroom games, Face paint (tentative). Event will not include Vendor fair this year, as support and turn out has not been great enough in years past.
 - Discussed and brainstorm various ways to help teachers start their fund base for their classroom activities/baskets, or reimburse them a portion of those funds. Looking for incentives for teachers to participate.
 - Discussed incentives for Middle School teachers/students to participate in the Polar Express event. Email Mr. Lennon about possibly using the Nintendo Switch? Something to entice those students to participate using a fun/active activity, etc...Dance Dance revolution? Maybe one classroom for boy activity, one classroom for girl?
 - Book Fair will also begin the day of the Polar Express, and will continue at the school in the library from December 3rd-7th. New company this year.
- **Holiday Shoppe** to run from November 27-December 1(Polar Express). Email Dr. Anderson to make sure use of concession area is still approved.
- **Cherrydale Fundraiser** approval needed from Dr. Anderson. Company in contact with Danielle about kick-off date. Brochures and online sales to begin week before Thanksgiving and go home with students over that break, tentatively.
 - Suggestions accepted/wanted from Staff on something PTO could earmark a portion of raised funds towards?
- **Timber Ridge Day for Lakewood:** Cheri looking to see if we can reserve January 25th, in-service day. Going to set the beginning limit at 150 ppl. Wait list last year with a cap of 100ppl. Very successful event last two years.
- **Skate Night-** Cheri looking into January date. New this year, schools may only select up to 3 dates per school year.
- PTO minutes and PTO portion on school webpage need to be updated. Danielle to email Kelly about both.
- PTO Quorum of 10 people to be present to vote, to be voted on and changed to 5 ppl.
- **Next PTO Meeting: November 13, 2018, 6:30pm in Library**
- **December Meeting/ Holiday Party: Tuesday December 11, 2018, Location TBD**

Meeting Adjournment: motion made by Gretchen, 8:09pm

Meeting Minutes Respectfully Prepared by PTO Secretary: Danielle Gourley