

Lakeview Elementary PTO Planning Meeting Agenda

August 13th, 2024
4:30 pm
Offsite Location (Zuppas)

1. Call to order. Present at meeting: Mary Renning, Principal; Pamela Sabatke, Treasurer; Diana Palagyi, President; Megan Bly, Vice President; Katie Van Linn, incoming Vice President. Not present: Nicole Ropella, Secretary
2. Review/Approval of May 2024 Minutes
3. Treasurer's Report
 - a. Finalize 2024-2025 Budget – Reviewed May/June/July budgets. Year to date brought in: \$17,729.16. Total outgoing: \$17,535.35. End of July checking: 22,171.88, end of July savings \$2.43.
 - b. Audits – only done when new secretary takes over
 - c. Reviewed estimated budget for 2024-2025 year.
 - i. A-Z reading for 1st/3rd grade \$300 (\$132/teacher). Increase to \$800 to reimburse fully from PTO. Will be a reoccurring
 - ii. Summer reading sneak peak \$500
 1. Overall curriculum budget will increase to \$3100
 - iii. Increase sunshine club by \$50
 - iv. Decrease special requests to \$1000 (nothing planned at this time)
 - v. Gave check to Mary for Qdoba restaurant night from last school year.
 - d. Receipt submission - \$100/teacher without contingency that they go to events. Part-time staff only get \$50. Only reimbursed up to 60 days past receipt or final turn-in date of May 23. No exceptions. Increase line item to \$4000
4. Establish 2024-2025 Meeting Dates/Times/Location
 - a. Tuesdays at 430pm in Library
 - i. September 17
 - ii. October 8
 - iii. November 12
 - iv. December 10
 - v. January 7
 - vi. February 11
 - vii. March 11
 - viii. April 15
 - ix. May 13

5. 2024-2025 Fundraising
 - a. Box Tops App: Pam just gets a check, no info on “running”
 - b. Scholastic Book Fair/Family Night/Food Trucks – September
 - i. **Setup:** Wednesday September 25. 330-530pm
 - ii. **Preview day:** Thursday September 26. 830am-230pm
 - iii. **Book fair:** Thursday September 26. 5-7pm
 - iv. **Food trucks:** Thursday September 26. 5-730pm
 - v. **Clean up:** Friday September 27. 9-11am.
 - vi. **Reward:** cash instead of scholastic dollars this time.
 - vii. **Food trucks:** non confirmed. Diana will reach out to The Wandering Table and other trucks from the middle school event. Kona Ice is willing to do it. Another dessert truck possibly. Tried reaching out to food truck association and no response as of now. Look into face painting/balloon art on pricing.
 - c. Eaton’s Pizza –October. Will send email to Jason next week and pick actual dates. Pickup date: Friday November 1?? (or before Thanksgiving)
 - d. Restaurant nights
 - i. **OCTOBER:** DQ- Tuesday October 15. downtown location only. 10am-9pm. Dine in/drive thru. Need to mention Lakeview upon ordering. 20%
 - ii. **NOVEMBER:** Noodles – waiting for confirmation. 25%
 - iii. **DECEMBER:** McDonalds- Wednesday December 4. Commercial street. 430-630pm. Need to mention Lakeview upon ordering. 20%
 - iv. **JANUARY:** Batley’s – Monday January 13. Dine-in ONLY. 5-7pm. Need to mention Lakeview upon ordering. 10%
 - v. **FEBRUARY:** Qdoba – waiting for confirmation. 25%. Can look into Chipotle if no response.
 - vi. **MARCH:** Little Siam. Tuesday March 18. Take out ONLY. 3-8pm. Need to mention Lakeview upon ordering 15%
 - vii. **APRIL:** Papa Murphy’s. Monday April 14-Friday April 18 (excluding Tuesday). Neenah Location only, online ONLY. Need to mention Lakeview upon ordering. 20%
 - viii. **MAY:** Solea. Wednesday May 7. Dine in/take out. 11am-10pm. Need to mention Lakeview upon ordering. 15%
 - e. Other fundraising options
 - i. Ferris popcorn in popcorn. (fundraiser was easy and pickup was great. Not a ton of feedback on actual popcorn, but fundraiser itself went really well). Request Kettle corn among other flavors.
 - ii. Flower Power fundraiser in the spring.
 - iii. Playground resurfacing: district funding/expense (work on businesses sponsoring new playgrounds). Will not use fundraiser funds for playground. Need new equipment first before worrying about the surface.

6. 2024-2025 Family Fun: none handled or talked about at this time. Try to get a team to work on each event.
 - a. Halloween skate night/Skaters Edge -by Costco in Appleton (October 23/30**). Megan Bly will look into. See if Megan Bunke wants to help organize. Attendance contest – grade or classroom gets a prize.
 - b. Skating at the Plaza (January/February). Megan Bly will look into.
 - c. Herd Game (January/ February)- will not do this year due to status of building and cost.
 - d. Urban Air-Diana will look into. March date??
 - e. Bowling – reach out to Nicole for details
 - f. Other Family fun nights
 - i. Marcus – Movie night – Diana will look into and see what they offer, certain nights, which movie??

7. Other Business
 - a. Fall/Spring Staff Conference Meals dates: Thursday October 17 evening, Wednesday October 23 evening, Friday October 25 lunch. Thursday March 6 evening, Wednesday March 12 evening, Friday March 14 lunch. Megan Bunke has been in charge in years past; will inquire and see if there can be a co-chair.
 - b. Teacher Appreciation Week dates – Monday May 5 – Friday May 9. Diana and Megan Bly have co-chaired in the past.
 - c. Kindergarten Play date – August 22nd – Nicole and Katie are hosting. Balloons, Corrie Jape (Admin assist) to print labels
 - d. Supply drop-off/open house August 28: put PTO info in gym to encourage participation (QR code linked to volunteer sign-up). Will also be a table for boy/girl scouts and Chartwells.
 - e. Update volunteer sign up – Diana
 - f. Facebook page – Take Michelle Dunning off as admin (also remove Kendra and Summer). Katie Van Linn will assist with posts.

8. Adjournment