



PTO MEETING MINUTES LANNOYE ELEMENTARY PTO

Date: October 12, 2021
Called to order by Megan Tobin

Location: Lannoye Library
Time: 6:00 pm

Attendees:

Officers- Megan Tobin, Amanda Boerst

Parents- Kerrie Van Schyndel, Kristin Lick, Pam Friedman

Staff-

Principal report:

- Update on Cora's Cabin -I am in need of some technology for Cora's Cabin. We are in the process of remodeling it with the goal that it be used 100% of the week for learning that is beyond what students get in the classroom. I would like a SmartBoard out there for starters. They cost \$3,100. I am going to apply for a grant and hope to win \$1,000. Wondering if the PTO would consider funding the balance or brainstorming ways we can do a fundraiser for the purpose of making Cora's Cabin learner ready.
- Cora's cabin is being remodeled. A team has been painting the main room and bathrooms. We are taking the cafeteria tables from the school and putting them in there for seating. I have applied for a grant to get a TV. A whiteboard will be installed and students will contribute by repurposing the wooden benches. I expect it to be available at the end of this month!
- Meals for Parent/Teacher Conferences-Are we able to ask parents to bring in dishes this year??
November 4th and 9th
 - If parents are not allowed to provide dishes for PTC nights, we will donate \$75 per night for catering/meals. UPDATE: FOOD NEEDS TO BE CATERED

Co-Chair report:

- Fundraising ideas
 - Drive-in Mark Heck would have everything we need if needed.
 - Brat Fry at Super Ron's???? - Pam Friedman will talk to Jay at Super Ron's.
 - Seroogy's sale
 - Turkey Trot??
 - Hot Cocoa/Cider Sale at Lunches
 - Tie Dye Day
 - Wrapping Christmas Presents
 - Hay Rides/Sleigh Rides with Santa

- Mum Sale/Poinsettia Sale
 - Schroeder's Flowers
 - Lions Club???
 - Plants of Distinction
 - Seed Money
- Open Officer Positions- new officers positions will be voted on during the November 16th meeting.
- Co-Chair-Run meetings, Prepare agenda, Oversee 501 C3, Oversee Fundraisers, Communicate with Principal, Communicate dates with Secretary, Secure locations for meetings with facilities, Communicate ideas/information for the newsletters.
- Secretary-Write newsletters, take minutes, type up agenda, Facebook/Social Media posts
- Treasurer-
 - Balancing the checking account and providing a monthly treasurer's statement.
 - Writing and signing checks throughout the year. Must work with another person to obtain second signature for each check. Both must be added to the Associated Connect banking account.
 - Meet with teachers and communicate the reimbursement and budget request process.
 - Work with Principle when sending communications to the teachers.
 - Create the annual budget.
 - Confirm the budget totals with PTO and Principal.
 - Advanced Excel skills are a plus. Must understand how to use formulas to ensure the EOY projections are correctly calculated.

Treasurer's report -

- Current balance \$4,562.96
- Estimated ending balance \$1,626.19
- We need to keep at least \$1,000 in account per bylaws
- We will need fundraising to be able to fund any other requests.

Misc. Items

None

Next Meeting: Nov 16, 2021