

Lisbon Central School
PTO Meeting Agenda
August 16, 2023

J. Sulik called the meeting to order at 5:34pm

Attendance- Katie Weber-Vane, Jessica Sulik, Brandi Larkin, Larissa Krug, Heather Pina, Karen Barber, B. Jimenez, C. Sheldon, L. Harrelle

Introductions

Review July 2023 Minutes - J. Sulik motioned to accept minutes, K. Weber- Vane seconded, motion carried

Treasurer's Report- \$10,339 balance- everything pending on July reconciliation cleared. Quickbooks annual subscription was paid \$293.09, this is good until 8/1/24. \$760 profits from Norwich Sea Unicorns game. \$100 deposit for Sea Unicorns game was cleared, \$13.81 Amazon purchase of sharpies for game. \$41.46 Vistaprint order for mums tickets, \$660 check cleared for Sea Unicorns.

J. Sulik motioned to accept report, K. Weber-Vane seconded. Motion carried

Administration Report- Review of calendar- school event calendar is not yet ready. Open House is 9/14/23. Mike Bodanski (Anti-Bullying) price (K-3 and 4-8 presentations) is \$1,500. PTO Policy presented, Mr. Sheldon reports this policy is old and may be updated as Board of Ed adopted new policies. Mr. Sheldon reports morning drop-off and afternoon pick-up is changing after meeting with Trooper Adams, Entrance will be between Fire Station and Senior Center and exit will be between school and Lisbon Senior Center, parents will not get out of their vehicles (unless assisting children). School starts August 30th. Kindergarten orientation will be 8/25 10am-11am. Preschool will be 8/25 9am-10am and 10am-11am.

Old Business

1. New Meeting Location- Meeting location is slated to be the LCS Cafeteria, rooms may be moved due to needs. Discussed the need for more engagement. L. Harrelle explained she's answered questions about how to be involved with the PTO. Going to present information at Open House, circle will be closed and we can setup outside and present an informational meeting. H. Pina suggested doing a raffle to entice parents to come. Discussion of changing dates and times to coincide with sports, moving time up to 6pm to make it easier. J. Sulik motioned to move time to 6pm, K. Weber-Vane seconded. Motioned carried. Meetings will be the 1st Wednesday of the month at 6pm.
2. Change our payment to quickbooks from monthly to yearly- Good through 8/1/24
3. PTO Section of the LCS Website, Keeping it up to date- Minutes are emailed to M. Jenkins and C. Sheldon after meetings & agendas 7 days prior to our next meeting, M. Jenkins updates website.
4. Review bylaws - J. Sulik motions to add in Section 4A under Duties "There shall be at least two members of the Executive Committee on all Bank Accounts, at minimum the Treasurer and one other representative.. Should the Treasurer and any other member of the Executive Committee have a conflict of interest (i.e. residing in the same home, or immediate family members) these two parties cannot be on accounts at the same time ". B. Larkin

seconds. Motioned carried. J. Sulik motions to accept the amended by-laws. K. Weber-Vane seconds. Motion carried.

5. Sea Unicorn Event- 8/5/23- great event! Mason Pina got to do the first pitch. Profit \$760 with little effort. Will do again next year. Families enjoyed the fireworks and concert.
6. Apparel Fundraiser- Aug 22nd- Sept 21st- 1stPlaceSpiritWear.com, need to get a flyer out. 30% coupon with free shipping over \$75.
7. Pop 4 Kids: Day of Awesomeness- 2 week fundraiser event, assemblies every day. Kids can win prizes by sending emails requesting donation.. Discussed doing event in February.. Sliding scale payment then there's a Day of Awesomeness that he comes back and does (bounce houses, dance party, obstacle course). Discussion regarding potential items to raise money for- playground updates, sound systems.

New Business

1. Plainfield Skate Inn Event- Sept 12th
 - a. Tickets are \$10, \$3 goes to PTO- we don't sell tickets, people need to tell them they are there for Lisbon PTO. 5pm-7pm
2. Malerba's Mum Fundraiser- Sept. 9th-25th- Tickets are \$7, Malerba's is charging us \$4.50 each. Unable to extend to 9/30/23 for Fall Festival. We have 450 tickets, we've already sold 184. J. Sulik will reach out to Malerba's for 50 more tickets.
3. Open House- Sept. 14th- Two tables for PTO, one outside for Mums, one inside to greet parents of younger children.
4. Polar Pals Store- like a BookFair- you get items on consignment and sell them. Potential to sell at Holiday Shopping event.
5. Google Forms- trying to use for everything, it is so much easier. Turn off setting of Limit to 1 response.
6. PTO Calendar magnets- B. Larkin motions not to do magnets anymore, J. Sulik seconded. Motion carried

Additional Topics.

1. Holiday Shopping Event- need to move date to 12/2/23 as Canterbury is on 12/9/23. C. Sheldon will follow up that 12/2/23 is available.