

Lakewood PTO Meeting Minutes

Date: December 8th 2025, 630pm

Location: Lakewood Elementary School

Overview: Meeting to discuss school updates and review fundraising, budgeting, volunteer coordination and planning for upcoming events.

Meeting Agenda Overview:

1. Introductions
 2. Principle Update
 3. Teachers Update
 4. President and Vice President Update
 5. Budget Overview
 6. Volunteer Coordinator Update
 7. Fundraising Update
 8. Auction Committee
 9. Communication/Social Media
 10. Open Discussion
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Principle Update

- **Winter Giving:** Thank you to all of the families that donated gift cards for the food drive.
 - Lakewood supported 26 families so far this winter.
- **Staffing Update:** Two EL teachers have been approved by the school board. Ms. Bang has moved to King elementary due to personal connections. Lakewood will hire two new EL teachers beginning in January.
 - An official announcement to be shared in the next newsletter.

Teachers' Updates: Fifth Grade Field Trip Overview

- **Overview:** Lakewood will shift away from the traditional overnight camp experience due to equity and accessibility concerns. The new goal will be to provide students with multiple field trips throughout the rest of the year. The current budget is \$37 per student, 39 students in total.

Trips Completed So Far:

- **Ann Arbor District Library Trip:** Ensured all fifth graders obtain a library card and understand the ins and outs of the library.
- **Tamale Making Day:** This event was put together by parent volunteers with very positive student feedback.

Upcoming Activities

- **Winter Survival Field Trip:** December 17th. A free district sponsored event.
- **St Joe's Healthy Hearts Program:** A free program with a heart and lung demo and viewing of a virtual open heart surgery.
- **Kayaking at Gallup Park:**
 - Fifth grade teachers have received a \$500 district grant.
 - Additional funding will be needed to cover bus fees.
 - Parent volunteer help is needed for scheduling during business hours.
- **Vets Pool & Dairy Queen Walk:**
 - \$350 for the pool rental and \$90 for ice cream costs.
 - Awaiting confirmation from Vets Pool for approval of rental date.

Potential Additional Field Trips

- **Big House Visit:** In previous years this activity has cost over \$500. This is a popular event with students, however it is quite expensive.
 - Look into alternative sporting events at U-M (basketball, volleyball) or Eastern Michigan University basketball.
- **Maple Tree Tapping & Syrup Making:** This could be connected to the fifth grade indigenous peoples unit.
- **Yost Field trip:** Brian Goff to reach out to connections for a discounted price.

NEXT STEPS:

- **Parent Volunteers Needed:** Help make phone calls during business hours to assist with logistics, booking and coordinating. Create a Sign-UpGenius for volunteer coordinating.
- Before finalizing the field trip bookings, the fifth grade teachers will need clarity on the remaining field trip budget from the PTO.

President/Vice President Update

- **Fun Run Recap:** The event was very successful and the goal that was shared with Lakewood families was met.
- **Pizza Parties:** Will be provided to the top performing classes and are scheduled for next week. Plates and napkins will be provided. PTO members were invited to join in delivering the pizza to students.
- The **next PTO meeting** will be held on January 12th at 6:30pm.

Budget Overview

-  Treasurer update – Nov. 9 - Dec. 8, 2025
- **Starting November Balance: \$31,401.19**
 - **Income: \$7,989.10**
 - Gift cards have now been purchased.
 - Fun Run \$6,185.00
 - **Expenses: \$1,187.05**
 - **Current Balance: \$38,203.24**

- Overall the PTO is about \$5,000 ahead of expectations.
- **Fifth Grade Field Trip Additional funding:** Last year's fifth grade field trip budget was \$80 per student compared to this year's \$37 per student. An additional \$1,677 would be needed to match last year's per student amount.
 - The current available fifth grade field trip fund is \$1,440 (excluding the \$500 grant)
 - Decision: At this time, no additional funds will be set aside for fifth grade field trip funding. Teachers and parent volunteers will research costs of proposed field trips and the PTO will revisit the budget once concrete numbers are confirmed.
- **Fundraisers through the end of the year:**
 - Read-a-Thon: goal of \$7,500
 - Summer Celebration: net goal of \$5,600 (\$8,700 in income, \$3,100 in expenses)
 - Auction net goal of \$10,000: (\$15,000 in income, \$5,000 in expenses)

Volunteer Update

- **Scholastic Book Fair:** There will be a sign up genius to come for the Book fair and VIP breakfast.
- **Science Olympiad:** Efforts on matching Students with Coaches is currently underway.

Fundraising Update:

- **Apparel Sales:** With lack of a consistent spirit wear program, the PTO is looking into a new Lakewood apparel wholesaler.

Midwest Graphics

- Open, Saint Frances and a few other schools within the district utilize Midwest Graphics.
- Midwest Graphics would create and manage an online spirit wear store for the PTO, starting with 10 items or less with both youth and adult sizes available. The PTO would have the ability to add a fundraising markup of about \$5 per item to generate revenue.
- There is a one time \$250 fee which would be deducted from early sales rather than an upfront payment.
- Delivery to Lakewood is available for bulk orders.
- Create one item with a low price point to make apparel sales equitable.

Apparel Discussion:

- School merchandise can help to promote school spirit.
- Parents have an interest in apparel as well as hats with the possibility of including classic designs with just our school name in addition to the lizard mascot designs.
- There is a desire for both an online store and having on hand merchandise to sell at school events.

- The PTO should contact Bonfire and Spirit Shop (two previously used apparel wholesalers) to close out any previous campaigns and obtain any previous fundraising collections.
- The PTO will research design and pricing options for the next PTO meeting.

Auction Update:

Ticket Pricing & Sales: At the time of the meeting, approximately 20 tickets had been sold. The auction committee is aiming to sell a total of 150 tickets at the \$25 price point to cover all costs of the event. A sliding scale option will be made available to ensure all families can participate.

- Free tickets are available to all staff members via a coupon code.
- Grandparents and community members are welcome to purchase tickets.
- The auction website is up and running, no items listed currently. Once items are loaded onto the website, online bidding can be sent out to community members to start early bidding.

Sponsorship: Standalone donations and sponsorship items will begin to be added to the auction website. Four major sponsors have been secured so far with one contributing over \$1,000. Sponsors will be promoted through the website, facebook page and event signage.

Teacher Art Experiences: Each Lakewood classroom will participate in an art project that will be sold at the Auction.

-  Lakewood Auction Class Projects 25-26
- Parents volunteers have been connected with teachers to plan their art projects. Potential volunteers can use the Lakewood Auction class project spreadsheet to see where help is needed.
- Currently volunteers gaps: Preschool, Kindergarten, Mr. Lusk & Avery
- The experiences should last approximately one hour; teachers have shared preferred dates and times.

Decorations: The event theme is Winter Wonderland. Colors will be blue, silver and winter tones.

- Backdrop: Yolanda will create and donate the evenings backdrop.
- Table decoration ideas are still needed with an emphasis on simple cost effective options.
- Additional help needed for day off event setup and table decor.

Communications/Social Media

- **Website Domain Change:** ptolakewood.org

Open Discussion:

- **Bylaws:** The PTO will restart the previous discussion of the bylaws from last year. There is ambiguity around voting procedures with regards to in person versus remote voting. The role descriptions need to be reviewed and updated.
 - Identify the previous committee members involved in last year's review and any other members interested in joining the discussion.

- Changes to the bylaws and role descriptions will be presented at the January PTO meeting. Voting on the changes can be held at the following meeting in February.
 - **Pass it forward/swap day**
 - Jodi proposed for Garage day for Lakewood teachers and families. Donated items would be collected from community members, sorted and made available to teachers first for their classrooms free of charge. Families purchase items next with remaining items donated to an external organization.
 - Kiwanis would be willing to pick up items left over after sale.
 - There is uncertainty around access to the Lakewood building during summer recess.
 - Pam and Airess will discuss this proposal further.
 - Anyone that wants to help Jodi with preliminary research, please reach out.
 - **VIP Breakfast- Kim G/Allison L**
 - Sign up genius to come.
 - The current format for the event will stay the same with a theme adjustment from Valentines to a winter theme.
 - This event is paired with the Scholastic Book Fair.
 - See upcoming newsletters for announcements.
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Meeting Adjourned

Time: 7:38pm