



Meeting Name: Lawrence Elementary PTO Meeting

Date: September 11, 2024

Location: Lawrence Library

Lawrence PTO Meeting Minutes

Attended	Name	Role
X	Kristina Plattner	PTO President
	Becca Casperson	Executive Vice President
X	Jennifer Affleck	Secretary
X	Nyssa Hoch	Treasurer
X	Sarah Alessi	Vice President of Events
	Amanda Mattos	Vice President of Fundraising
X	Ashley Yalkut	Vice President of Hospitality

Topic	Discussion	Action/Follow-up/Responsibility
Welcome/ Call to Order/ Roll Call/ Approval of Minutes		
Call to Order:	<ul style="list-style-type: none"> • Call to Order at 6:36 pm • XX people in person • In-person attendance: 18 • Online attendance: 13 	
Meeting Minutes Approval:	<ul style="list-style-type: none"> • Minutes have been Approved to send out to the community • (Minutes: 5.8.24, Exec Board Minutes: 6.21.24, 8.14.24) 	1st: 2nd: Board: Approved
Executive Board and Committee Coordinator Reports		



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<p>President Update (Kristina Plattner)</p>	<ul style="list-style-type: none"> • Thank you all for all your support and making this school such a special place. • We've updated the minutes to coincide with the agenda 	
<p>Executive Vice President Update (Becca Casperson)</p>	<ul style="list-style-type: none"> • PCIC Update: The district is hosting an event on 9/29. Both in person and on zoom. There are 5 new candidates. <ul style="list-style-type: none"> o Food can not be sold 30 minutes before or after school starts, nutritional guidelines are also being looked into. o Each school has a community engagement staff member. Ours is Stacey Kenison. o Granada Bingo still needs volunteers, the more people that go from our school the better. You can volunteer for a school cause. 	
<p>Treasurer Update: (Nyssa Hoch)</p>	<ul style="list-style-type: none"> • (Reconciliation Reports: <u>June, July, August</u>) • If you need to be reimbursed for anything give at least 10 days notice 	
<p>Vice President Events Update: (Sarah Alessi)</p>	<ul style="list-style-type: none"> • Committees for events coming up in the year • Will be reaching out to people that are interested in helping with events 	
<p>Vice President Fundraising Update: (Amanda Mattos)</p>	<ul style="list-style-type: none"> • Nothing to report at this time 	
<p>Vice President Hospitality Update: (Ashley Yalkut)</p>	<ul style="list-style-type: none"> • We have an event planned for 9/2. Hat and Snack. The plan is for the staff to be able to make a hat using patches 	



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<p>Afterschool Enrichment Coordinator (Vrushali Soparkar)</p>	<ul style="list-style-type: none"> • An email went out with our programs. Info is also in the Lowdown • Tuesday is Tennis and Science(Halloween Theme) • Wednesday is track • Thursday is soccer and robotics(New company this year) • Friday is chess 	
<p>Green Team Coordinator (Olivia Angus)</p>	<ul style="list-style-type: none"> • 22 students have applied to be on the green team • it will be the 3rd Thursday of the month in the science lab • We will trash sort, learn to reuse, • An email regarding the costume swap went out this week • On 9/28 you can come and check out costumes that are "new" to you • More swap ideas include, sports gear, spirit wear and fun run shirts. Instead of always getting new ones classes could maybe keep them for the new batch of students 	
<p>Garden Team Coordinator (Angie Tao)</p>	<ul style="list-style-type: none"> • Tomorrow is the first day with the kids in the garden • Sign ups are full, there are a couple slots open for next week • We've had the opportunity to meet with the teachers and they're excited for the pumpkin patches • Will also do the pumpkin graveyard to see how they decompose over time 	
<p>Lead Classroom Coordinator (Hester Nguyen)</p>	<ul style="list-style-type: none"> • We have a lot of new parents who have volunteered 	
<p>LEAP Coordinator (Karlene Hill)</p>	<ul style="list-style-type: none"> • Yearly Budget of 3000, • Every class has 7 lessons planned and are in the art room • Machu Picchu is this months lesson • Magnetic frames will go home with new students this month. • Thank you to the volunteers • If you are interested in volunteering, please email your teacher or Karleen directly 	



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	<ul style="list-style-type: none"> The room is now a multipurpose room and is being utilized often. 	
<p>Missoula Coordinator (OPEN!)</p>	<ul style="list-style-type: none"> This is an open job that needs to be filled Civic permit has been set up with Livermore high It will start the Monday prior Saint Patrick's Day The production will be on that Saturday I will possibly be The Wizard of Oz 	
<p>Running Club Coordinator (Brian Hagebusch)</p>	<ul style="list-style-type: none"> Running club is starting next Friday at 8am We are looking for volunteers to help All the info is online for you to sign your child up It will also be on the Lowdown 	
<p>Spirit Wear Coordinator (Stacey Brown)</p>	<ul style="list-style-type: none"> We are out of extra small and small shirts We are looking to transition to having inventory on hand so that you will get it a lot sooner 	
<p>Volunteer Coordinator (Rebecca Shelton-Titus)</p>	<ul style="list-style-type: none"> Check your emails for information 	
<p>Welcome Committee Coordinator (Kelly Macias Mauney)</p>	<ul style="list-style-type: none"> Nothing to report at this time 	
<p>Yearbook Committee Coordinators (Cindy Wong and Alex Teixeira)</p>	<ul style="list-style-type: none"> We are using a new company Treering The yearbook will be cheaper if purchased prior to Halloween Hardback is \$5 more than the softcover You can pay extra for pages for special dedication pages, which must be purchased prior to 4/8 A flier will go out soon and you can contact coordinators who will have access to photo folders A student will get to design the cover. We will have a competition for the cover contest that will be due in Jan/Feb 2025 We will receive a free yearbook for our library 	



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	<ul style="list-style-type: none"> If you forget to order a yearbook you can still get one past the deadline but you will have to pay for shipping 	
Principal's Update: (Ms. Starkovich)	<ul style="list-style-type: none"> Thank you for a great start to the school year Student goal setting conferences are coming up next week We now have a Wellness lab. Lori Goodpasture is our counselor (Has been a Counselor for 12 years) She has a service dog, Penny on campus Goodpasture is looking for a couple of furniture piece and has a cheddar up account and amazon wish list We found out that we received silver school status from PBIS! 	■
Teacher Update: (Mrs. de Leon)	<ul style="list-style-type: none"> Gathering a master calendar/list of classroom related events for all grade levels Excited for all the support for fun run 	
Unfinished Business		
	<ul style="list-style-type: none"> Back to School Block Party - Lead by Sarah Alessi Very fun and about 500 people in attendance 3 food trucks, a chance to connect with kids from your grade, area for new students to meet 	
	<ul style="list-style-type: none"> Fun Run 2024 - Lead by Amanda Mattos Thank you to volunteers, there were 80 volunteers from start to finish 47k has been raised Can donate till 9/16 at noon All prizes will happen in the next couple weeks 	
	<ul style="list-style-type: none"> Lunch, Quad and Garden Project - Lead by Angie Tao More tanbark being delivered on 9/19 witch has been the hold back For the mounds we are going to plant trees and plants We will identify where each plant will go prior to November which will give roots time to settle in through the winter WeJoin for 9/21 will go out this week, for volunteers, we will tanbark, cardboard and table movement Another WeJoin will go out in early October to complete the project 	



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New Business		
	<ul style="list-style-type: none"> ● Wine Country Nights - Lead by Amanda Mattos ● Will still be at Three Steves Winery ● Emails just went out with the live link for the ticket. ● Tickets are \$75 and will include, bbq dinner with a vegetarian option, dj, photo booth, no host bar, live auction, silent auction, servers ● Each class will provide a basket and should be a minimum of \$50 plus ● We have sold 13 tickets and 3 for staff ● Perry, Crusco and Zawada already have their ticket ● If you want to buy your teacher a ticket for \$50 you can do so on cheddar up ● There is also a general teachers fund you can donate to that can be used for tickets ● There will be the option to request songs 	
	<ul style="list-style-type: none"> ● Truck or Treat - Lead by Sarah Alessi ● Will be on 10/25 from 5-7:30pm ● Candy collection will begin on 10/7 ● 3 category competitions for trunks ● We will have music, non candy treats and a “not so scary” time period ● A committee will be forming to help with event planning ● The gate will open at 4pm ● Looking for committee members, Sarah will send an email out with details 	
Grant Request 1:	<ul style="list-style-type: none"> ● 2024/25 Budget Approval Nyssa Hoch ● The budget is posted on the website. reviewed by the board in August ● The only change was the addition of money for class folders ● We brought in 114k / expenses we 96k / Left over funds rolled over to this year ● All the forms are available online on our website or in the office ● Motion to approve the 2024/2025 budget to the community... 	1st: Nyssa 2nd: Ashley Board: Approved



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Grant Request 2:	<ul style="list-style-type: none"> ● PTO Grant Requests Boombox, Ipad, Signs ● PTO and the school are looking to get a mobile boombox, easel stands, plastic sign, and an ipad. These items will all have multiple uses throughout the school year. ● The iPad will mostly be used for running club but the PTO will get other uses for it thought out the year ● These items combined are estimated to cost \$900 ● Motion to approve PTO grant request... 	1st: Sarah 2nd: Jennifer Board: Approved
Upcoming Events		
Upcoming Events	<ul style="list-style-type: none"> ● SJ Earthquakes Event on 10/5 at 7:30 - Portion of proceeds go back to support Lawrence ● Always check the Lawrence Year at a Glance Calendar – it is updated regularly. tinyurl.com/LESCalendar24-25 ● Our Lawrence PTO website is also updated regularly, please visit LawrencePTO.com 	
Questions & Comments		
	<p>Does LES have a scouts group? Not affiliated with school. You would need to reach out to them or if you want to form one of your own</p> <p>What are the security measures for the after school programs? Same security that there is when school is in session. Can reach out to our Vrushali Soparkar for more info</p> <p>Possible to ask Livermore PD to come for just one day? They were here on the 1st day of school and they get a lot of calls about school driving. It is out of their jurisdiction</p> <p>Where can I find the WeJoin for the quad project? We will email it out and it will be on the Lowdown</p> <p>Who can I email if I have any more questions? Any of our PTO members will be happy to help</p>	
Adjournment		



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Meeting adjourned: 8:08 pm

Next PTO Meeting: Wednesday, October 9, 2024 in the LES Library and on Zoom