

PTO Meeting Minutes

August 21, 2019

Meeting called to order at 6:41 pm by Stacie Brown.

Sue Lee motioned and Tammie Trahan seconded to approve the meeting minutes from the June meeting.

Attendance:

Nick Brilowski: District Director of PR

Mary Plucinski: Communications Chair

Stefan Ladenburger: ES/IS Principal

Bari Dacks: Fundraising Chair

Stacie Brown: President

Julie Aibel: Hospitality Co-Chair

Sue Lee: Vice President – ES

Amita Bijawat: Hospitality Co-Chair

Jennifer Arroyo: Vice President – IS

Melissa Duitsman: Spiritwear Chair

Kristie Paul: Vice President – MS

Sonja Kajohn: School Supplies Chair

Janelle Martinez: Vice President – Lincoln

Lucy Zvyagintser: Guest

Christie Johnson: Treasurer

Angie Ehredt: Guest

Jennifer Knop: Secretary

Jennifer Decker: Guest

Dana Gallup: ES Teacher Representative

Latoya Gray: Guest

Karen Erickson: IS Teacher Representative

Becky Jovanovich: Guest

Tammie Trahan: Art Awareness Chair

Jennifer Robinson: Guest

Reports:

President's Report: Stacie Brown reported. Thank you to new attendees tonight – great to see so many new faces! Two big areas where we'll need help this year are the Elementary school store supervisor and Spooktacular (Sarah Woodman will be back but would like a co-chair). Open and looking into changing the format of the Spooktacular. Also looking into having the PTO sponsor a folder with all the PTO info on one side and teacher info on the other side for next year at meet the teacher/supply drop off. Next month our meeting will be in Den 6 at the Middle School – across the hall from current location.

Vice President Reports:

Lincoln: Janelle Martinez reported. For Lincoln, the teacher meet and greet is Friday. School starts Monday.

Elementary School: Sue Lee reported. Kindergarten starts tomorrow. The sign up genius link to register for room parents and committees was posted to the FB group. Please invite friends to join the FB group.

Intermediate School: Jen Arroyo reported. Same as Elementary report.

Middle School: Kristie Paul reported. Luncheon was great. School year is off to a great start.

Treasurer's Report: Christie Johnson reported. We received a donation from the now-defunct Fremont Education Fund in the amount of \$14,500. These funds are not currently included in the budget or checking account yet. Budget (attached) needs to be approved. We are increasing our budget from \$38800 to \$40150 which is an increase of \$1750. I anticipate making this up thru Membership (our costs have dropped dramatically by not printing the Buzz Book), an increase of profit with the school supply kits and the FEF Donation. Here are the changes I recommend:

- Increase Bereavement to \$1500 from \$500-we will give \$300 per family when a death to a district family occurs (we have already had 2 parents pass this year so far)
- Decrease Cultural Arts to \$6600 from \$7500-ES and IS will have an assembly with a budget of \$3300 and MS will have WWII Days, Holocaust and Medieval Days with a budget of \$3300 to cover all three events-\$250 has been added from a donation from Kirk Players from 2018-2019
- Increase Hospitality to \$11000 from \$10000-Honest foods is increasing their prices
- Decrease Scholarships to \$1900-This will cover \$500 for Camp Maclean, \$700 for Springfield and \$700 for Washington DC (these numbers are based on the previous needs for each trip)
- Add Retirement to the budget for \$300-plan to spend \$50 per retiree this budget would cover 6 retirees (I am aware of 3 retiring in the district this year)
- Increase Meetings to \$600-there has been increase spending in this area the past couple of years with a board meeting at the beginning of the year and the end of the year meeting
- Removed ES Reading Celebration-didn't use last year and I don't see this being used in the future
- Added Just Dance to the budget for \$400-this is a yearly event in which they always ask for the PTO to pay for the DJ thru a funding request to make this more efficient we should add this to the budget. If they need more money they can submit a funding request.

Jen Arroyo motioned to approve the budget proposal, Janelle Martinez seconded. Motion passed.

Mundelein Comm. Checking Balance as of 7/31/19	\$6,816.41
Mundelein Comm. Savings Balance as of 7/31/19	\$45,002.49
Less: Committed Funds	\$56,861.50
Uncommitted Funds as of 8/11/19	(\$5,042.60)
Balance available for 2019/2020:	(\$5,042.60)

Principal's Report: Mr. Ladenburger reported. Smooth first day of school. Tomorrow is first day of school for Kindergartners. Luncheon was wonderful – thank you very much. Parents seem to appreciate that they could pick up the school supply kits ahead of time.

Upcoming events –

Curriculum Nights: Middle School will be Tuesday, August 27; Intermediate School will be Wednesday, August 28; Elementary School will be Thursday, August 29. In the ES/IS there will be two 45-minute sessions: 6:15-7:00 and 7:00-7:45.

NWA MAP testing will be held September 4-5 for K-8 students.

Lincoln meet and greet is on Friday, August 23. Curriculum night for Lincoln will be September 26.

District and School Board Report: Nick Brilowski reported. Renovations were completed on time and look great. Thankfully Fremont Center road was opened late on Monday.

Teacher Reports:

ES: Dana Gallup reported. Thank you for the wonderful luncheon and delivering the supply boxes.

IS: Karen Erickson reported. Great first day. Loved the boxed lunches.

MS: Stacey Flagg reported via email. Thank you for the lunch yesterday. We'll have some MS assembly ideas soon.

Committee Chair Reports:

Art Awareness – Tammie Trahan reported. Looking for volunteers interested in going into classrooms to help teach for about 45 minutes. There is an Art Awareness FB group where you can learn more about volunteering. There are lesson plans already created, so you don't have to be a teacher or an artist to do it! There is also a supply closet with materials that can be used for the projects.

Birthday Board – Christie Johnson reported. PTO sponsors the messages on the electronic sign out in front of the school. Usually send an email to remind parents that it's been posted. \$5 per message.

Book Fair – Kristy Tiritilli reported via email. Fall Book Fair will coincide with conferences running November 15-25. If possible, would like to coordinate the Reading Night for November 15. Lincoln will likely only have an online Book Fair.

Box Tops – Janelle Martinez reported. As a reminder, Box Tops are going digital. She downloaded the app and tested it out. It's pretty easy to use. You take pictures of your receipt and the app scans for qualifying items. Must be scanned within 14 days. Box Tops for Education is the name of the app. There are still some old items that have clip-able box tops. Clip any that you see, there will be a fall contest to get the remaining box tops turned in. Last year we raised \$1300 on Box Tops alone – and that money goes a long way. More info will be coming later on regarding the contests and the app.

Communications/Facebook – Mary Plucinski reported. She created all of the event flyers last year. This year she will also be coordinating communications. She will be emailing committee for information.

Cultural Arts – Christie Johnson reported. They will be going to the vendor showcase for school assemblies on Sept 11. The Cultural Arts chair will present options to principals and they'll decide on the assemblies.

Fundraising – Bari Dachs reported. First big fundraiser of the school year will be a Chicago Wolves game on October 20. This was a big success last year. Also, Market Day is back! Everything is now online and gets shipped to your house. You can order any time and will be open starting September 12 or 13.

Back to School Night will be September 6. This is a free event for all Fremont schools. It will be held from 5:30-7:30. Three food trucks are confirmed, including an ice cream truck. Carnival games have been donated from Clowning Around in Mundelein.

Sonja Kajohn reported. School supply kits recap – Used the same company as last year. Each school saw more sales than last year, with the Elementary School adding 7, Intermediate school adding 20, and the Middle School adding 15. Next year ordering will be even easier. The downside was the lack of volunteers to help distribute kits. She has come up with three options for next year: 1. Home delivery. This would incur an additional cost, as the shipping is based on the weight of the kit. 2. Distribute at the start of the Meet and Greet – as parents come in for bus passes, etc. and Middle School would get their own pick up. Any leftovers would then be delivered by maintenance staff. 3. Deliver to classrooms only. We NEED volunteers for options two and three. This year there were only 3 adults in the IS plus 10-11 kids volunteering.

Hospitality – Julie Aibel and Amita Bijawat reported. They will be co-chairing the Hospitality Committee this year. They met with Susan prior to the start of the year. Yesterday was the first luncheon of the year, for 300 faculty and staff. They used Chick Fil A again this year as everyone seemed to appreciate the box lunches last year as they are quick and easy for the staff. Next event is the Winter luncheon – hoping to have some additional volunteers before then. They have emailed the people already on board. Cleaned up the closet and went through the supplies. Planning themes for Winter and Spring. They are working to clarify whether and when there is a dinner at Lincoln school.

Membership Toolkit – Christie Johnson reported. No more paper Buzz book. It's now an online and app directory. Its on the parents to enter the information correctly. Parents decide what information they want published. They will have to create an account through Membership Toolkit (online and/or app). Set up what they want published and can pay online via paypal or offline by cash/check and submit to any office with payment directed to Christie Johnson. Everyone that has paid so far will be getting access to the directory tonight. Everything has been going really smooth so far. Normally the Buzz book generated \$9000, only at about \$2500 so far. This first year the entries/memberships will likely trickle in more slowly. Next year, children will automatically promote in grade in the directory. The link to register will be in the principal emails every week and it is posted on Facebook – Stacie Brown will bump the link there. Parents do have the capability to sort by classes/by grade levels and can still download a printable PDF.

Picture Day/Yearbook – Leann Zanardo reported via email. Picture forms are in at the offices. Picture Day will be September 11 at the Elementary School, Intermediate School and Middle School. Lincoln will be September 12. We will need volunteers again this year. We have signed with Treering again this year.

Rooms Parents – Sue Lee reported – Just sign up! Should be notified in a couple of weeks on who room parents are for each class.

8th Grade Dance – No report.

Field Day – No report.

Spirit Wear – Melissa Duitsman reported. They have switched vendors this year and will be using Cotton and Ink. The new company was able to go through sales reports to see what sold well and what didn't from past sales. The current Spiritwear Sale flyer was in the gym during meet and greet. It is online only and they were sure to include a mix of price points. Sale will close on September 3. There will be some FB posts to show new options and encourage parents to shop the sale.

Old Business: none.

New Business: Funding request.

1. \$1,267.89 requested by Christina Peas for MS Wrestling Team uniforms. The Middle School will be starting a wrestling program. These uniforms (singlets) will be used for the wrestling program during their competitions. This would benefit about 30 students, 5th-8th grade. Motion made to approve by Sue Lee, seconded by Janelle Martinez. Request approved.

2. \$900 requested by the First grade team for nine Bloomz app accounts. The Bloomz app is a wonderful communication app that helps connect parents and teachers. The app will help to coordinate volunteering, donations, and parent/teacher conferences. The Bloomz app also shows parents pictures of their children on a daily basis, as well as, receive curriculum updates and upcoming events notifications. This would benefit the entire First grade team. Motion made to approve by Janelle Martinez, seconded by Jen Arroyo. Request approved.

Adjournment: 7:23 pm. Motion made to adjourn meeting by Sue Lee, seconded by Jen Arroyo.

Card winner is: Karen Erickson

PTO minutes submitted by: Jennifer Knop