

## Westmoor PTO meeting

Thursday November 9th, 2017; 8:45am-9:45am

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**Attendees:** The PTO meeting was called to order at 8:50am. In attendance were: Amber Miller, Julia Mateja, Ena Chang, Mary Sturgill, Jennifer Kohrs, Missy Lyons, Lisa Nordland, Laura Rzewinicki, Lia Rogers, Tracy Snyder, Jane Ciancanelli, Marcy Brajkovic, and Amy McArthur.

**PTO President's Opening Remarks:** Marcy Brajkovic welcomed everyone. Amber Miller made a motion to approve the minutes dated 10/12/17. Julia Mateja seconded the motion and the minutes were approved by unanimous voice vote. Thank you's went out to the following people:

- Rebecca Boston thanked the parent volunteers who helped to make vision and hearing screening so efficient this year, including Koula Damianides, Julia Mateja, Stacey Slater, Sari Weil, the Matthews, and Keri Halperin.
- Jen Reese and Ena Chang for coordinating a very successful Read-a-thon Fundraiser
- Sari Weil for running the October PTO meeting in Marcy's absence.
- Julia Mateja for attending the PTO Council meeting on 11/7/17 in Marcy's absence.
- Lia Rogers for awesome Facebook updates.
- Lia Rogers thanked the Birthday Signs committee for setting up the birthday signs, even in inclement weather and on school breaks.

Marcy presented information on an identified need to streamline and centralize communications that are going out to families and staff. We are fortunate to have many people (including lots of new faces) volunteering for roles in the PTO but communication can at times be fragmented leading to excessive emails and lack of coordination. Marcy plans to send out guidelines reminding parents to send all communications, as well as ideas for possible events or fundraisers, to the VP of the appropriate committee. The VP's can then share the information with Marcy who can review it, put in in context of the overall PTO plans for the school year, and present it in her monthly meeting with Mary Sturgill. This will minimize the fragmentation and make sure the ideas/information are appropriately channeled.

### **Principal's Report: Mary Sturgill**

- Thank you to all of the parents who volunteer to help to make Westmoor such a wonderful school.
- Thank you to Ena Chang and Jen Reese for all of the hard work on a successful Read-a-thon.
- Teachers will be using the upcoming Institute days during the Thanksgiving week to attend grade level meetings and work on first trimester report cards which will be done all electronically this year.
- Next week will be Spirit Week coordinated by Jennifer Kohrs and the Student Council and will consist of fun spirit building themes each day (including pajama day, crazy hat/hair day, etc). Details will be sent out in the Weekly.

### **Student Council Updates: Jennifer Kohrs**

- The Student Council is wondering if there could be additional opportunities to purchase Spiritwear during the year given that Spiritwear days are now being held every Friday. Options for additional sales will be investigated by VP Fundraising.
- The idea of starting a more formal recycling program is being investigated, especially now that we have Special Lunch offered 3 days a week which produces a lot of paper waste that could be recycled.

### **PTO Council Updates - Julia Mateja**

- Paperless PTO is going well. Improvements and updates to the site are ongoing.
- There will be no printed directory this year.
- Larry Hewitt presented that Dr. Kathy Swan is working with Social Studies team to review curriculum areas, what's new in the field, and working with teachers to select resources.
- 10-year safety study was conducted. Architect goes through and makes to-do list. On the previous study (10 years ago), there was \$10 million dollars worth of work to be done. On the current study, there is only about \$ 250,000 worth of work identified because so much work has already been done on the buildings.
- Navigate 28 District web page has results about navigate 28 survey data.
- "Coat Off Your Back" by Rotary Club of Northbrook barrels will be in schools, this is the 52<sup>nd</sup> annual. Clothes, mittens, gloves, and boots will be collected. Partnering with Deerfield Rotary. Barrels will also be placed throughout the community.
- Booster-thon Fundraiser went well for Greenbriar. For two weeks they had people in school every day to motivate. Anticipated profit is \$30-35,000.
- Greenbriar plans to sell an all-school cookbook as an upcoming fundraiser.
- Need Westmoor rep for sister school in Africa for Athletico event - if interested, can contact Jolie Friedman.

### **Key Upcoming Dates:**

- Pizza Lunch will now be held every Thursday. New dates have been added to the sign-up link on the PTO website. All orders must be made online, no cash orders accepted.
- Fundraiser at Rockin' Jump on Monday 11/20/17 from 11am-3pm. Discounted jumping will be offered with all proceeds going to charity.
- Holiday Teacher appreciation lunch will be held on 12/13/17.
- Class holiday parties will be held on 12/22/17 from 2:45-3:30pm.

### **Exec Board Updates**

#### **VP Committees: Missy Lyons and Julia Mateja**

- Reminder to let them know in advance of things that need volunteers so SUG can be created. They reiterated plans to clean up SUG regularly and either archive or delete past events.
- There has been some issue with people not showing up for their special lunch time slots - a discussion was initiated of how to best remind parents of their commitment given that the SUG website is not able to send reminders with the current way the special lunch signup is designed. Discussion ongoing.

#### **VP Programs: Amber Miller**

- The first assembly is planned for 11/10/17 and will be Imagination Theater. There will be 2 separate age appropriate assemblies based on social-emotional learning: one for grades K-2 and another for grades 3-5.

#### **VP Social:** Sari Weil was unable to attend; Updates were provided by Tracy Snyder.

- 1st/2nd grade Fun Night will be combined, likely a movie night, date and details to be determined.
- The Hi Five Sports fundraiser raised \$600 for Unicef.
- The Community Connections team is gathering ideas for future community involvement. Some ideas brought up include: prepared birthday cake bags for food pantries and placemats for Meals on Wheels. Any ideas should be forwarded to Erin Happ or Tracy Snyder. The team is interested in coming up with a more strategic plan for next year with an appropriate balance with school events already planned.
- Family Bingo Night planned for 1/26/18 - currently still in need of co-chairs for the event.

**VP Fundraising: Jane Ciancanelli**

-Wrapping up all of the Fall fundraisers including birthday signs, first Box-tops collection, Spiritwear sales, and the Read-a-thon.

-Ongoing fundraisers include Special Lunch and Pizza Lunch (now weekly).

-Some expressed interest in looking into the Booster-thon fundraiser in the future (recently done at Greenbriar).

-The Read-a-thon was a big success. A total of 54% of the students participated with an average of \$137.37 raised per student. Total profit is still being calculated as outstanding pledges are collected and website fees are paid out (fee for website is \$895) but is estimated to be around \$25,000. A future discussion will need to be had regarding how to most effectively use the surplus funds raised this year.

-Treat-a-teacher raffle (tickets sold during the teacher raffle in October) will take place next week with ~10 names pulled per day for gift cards for a total of 57 prizes.

**-Recording Secretary: Amy McArthur** - no report

**Corresponding Secretary: Jen Reese** - no report

**Treasurer: Ena Chang**

-October Monthly Treasurer's Report: see below

**Adjournment:** Jane Ciancanelli motioned to adjourn the meeting. Amy McArthur seconded the motion and the meeting was adjourned at 9:45am.

Next meeting is scheduled for Thursday 1/11/18 at 8:45am. (No December meeting is scheduled.)



**AT A GLANCE – OCT 2017**

Beg. Balance = \$46,483.40  
Oct. Deposit = \$23,672.67  
Withdrawal = \$10,896.91  
End Balance = \$59,259.16

Ena Chang, PTO Treasurer  
[echang0630@gmail.com](mailto:echang0630@gmail.com)

**DEPOSITS (net of fees)**

- 1. \$23,672.67
- Read-a-thon: \$15,282.88
- Teacher Raffle: \$3,825
- Marla's Special Lunch: \$881.75
- Pizza Lunch: \$564.48
- PTO Member Dues: \$115.51
- Party Fees: \$57.30
- Directory App Fee = \$1,817.50 refund for billing error PPTO

**WITHDRAWAL**

- 1. \$10,896.91
- Assembly Deposits: \$1,065
- Spirit Wear: \$4,319
- Pizza Lunch: \$1,261.58
- Read-a-thon: \$1,804.35
- Oct 7th Bulldog Bash: \$529.33
- Teacher Conf Dinner x2: \$790.95

**NOVEMBER DEP & EXPENSES**

- 1. Read-a-thon
- 2. Bulldog Bash Misc. < \$200
- 3. Pizza Lunch Expense < \$
- 4. Accountant Fee \$493
- 5. Halloween Class Parties \$

**COMMITTEES ACTUAL VS PLAN**

- 1. **SPIRITWEAR:** \$832.50 ACTUAL on a Plan of \$200. **PLAN ACHIEVED!**
- 2. **TEACHER RAFFLE:** \$3,975 ACTUAL on a Plan of \$1,100. **PLAN ACHIEVED!**