

Westmoor PTO Meeting Minutes
Friday Sept 14th, 2018 from 2:20-3:20pm
Westmoor Large Conference Room

Welcome and Call to Order

-Meeting was called to order at 2:27PM. The attendees were: Amy McArthur, Tracy Snyder, Julia Mateja, Sari Weil, Amber Miller, Mara Silver-Schack, Stacy Geller, Kelly Parikh, Bob Gosman, Gloria Yang, Wendy Seltzer, Alma Garcia, Missy Lyons, Mary Sturgill, Robyn Glaubinger, Alicia Min, Sheena Watterson, Debbie Roever, Ena Chang, Jane Ciancanelli, Stephen Gao, Angela Taggart.

Approval of May Meeting Minutes- Would everyone take a few minutes to review the minutes from May 2018 for any corrections or revisions? Motion to approve? Second?

-This was done at the end of the meeting because Tracy Snyder didn't print it, Julia Mateja Motioned, Debbie Roever Second the Motion.

PTO President's Opening Remarks- Amy McArthur

- Thank You's

1. Everyone for their patience with the classroom volunteering roll-out on PPTO. We are only ones (In District) using PPTO this way so was a definite learning curve. Should be easier moving forward. Crazy 24 hours but in the end seemed to work fairly well.
-Amy also added it was off to a bumpy start but she recently sent a tips out to everyone on how to utilize the PPTO more effectively.
2. Debbie Roever for organizing Room Parents while on vacation in Europe with spotty internet access and for hosting the room parents information session and meet and greet prior to curriculum night.
3. Tima Azimova and Akiko Pace for organizing a very chilly but fun 5th grade pool party fun night.
4. Jami Weiman for planning and executing the back to school staff luncheon and the executive board for stepping up and providing desserts for the luncheon. May need to brainstorm ideas for having certain grades assigned to hospitality events to provide desserts or increasing the budget for the events so dessert can be included in the catering so same few people are not always called on to provide desserts. Still need a couple interested co-chairs to help Jami and ultimately take over the Hospitality Committee. Kasia Kruczek has agreed to help Jami this year but not sure of her future plans for it.
-Amy added there was still 6 staff provided luncheons or dinners remaining and the PTO will need more help for these events.
-Need Exec board to help recruit and possibly up the budget to include desserts in the future.
5. Ena Chang and Ann Berdahl for their work as New Family Liaisons and for updates to the New Family Handbook.
6. Abbie Lyman and Elise Meyers for organizing special lunch which is now 4 days a week!
7. Susan Sholty for taking on and providing a new program for birthday signs this year and for running the teacher raffle to be held at the Fall Fest on 9/29.
8. Christine Jarka, Sofia Muller, and Isabella Ghigiù for stepping up to our desperate requests for co-chairs for the Bulldog Fall Fest and the committee members willing to help the day of the event. Sounds like it will be a lot of fun. Will have to make an effort going forward to start this planning in the Spring rather than the summer/fall.
-We still need more volunteers for this event and a post will go into the Westmoor room Weekly
9. Karla Jackson and Angela Anetsberger for organizing all new Spirit Wear this year. Ordering deadline is tonight at 11:59pm!

10. Koula Damianides, Emma Friman, and Erin Happ for running Pizza Lunch on Thursdays which continues to be a popular and fruitful fundraiser for us.

11. Lia Rogers - publicity/Social Media Chair for posting things for the PTO.

- Paperless PTO Updates - Amy McArthur

1. Lots of work and several hiccups in July and August as things were set-up and rolled out but only isolated issues over the last couple weeks so definitely improving. Please continue to send me issues that you hear of or notice yourselves. My access and view is different so I can not always see when others can.
-Amy added you can also let your Room Parent know if you are having an issue, as well.
2. Classroom volunteering seems like it is pretty successful. Only the K classes opted to do their own story reader signups. Everything else is now in one centralized location and there is no more need for SUG's (Sign-Up Genius) which should (eventually) be much easier for families.
3. Starting a couple days ago, reminders should now be sent to anyone signed up for any event 3 days beforehand from PPTO. Please let me know if this is not happening.
4. VP's and committee heads, please take some time to go through all the volunteering set up for any events you oversee. Make sure the roles, time frames, number of volunteers, etc. are the way you want them. Some (i.e. Book Fair) were just kind of made-up to set the event up in PPTO but may need several tweaks. VP's are responsible for monitoring the events you oversee (or have your committees do it) to make sure they are set up the way you want and that you have the volunteers you need. If not, we can find ways to recruit in the Weekly or in occasional email blasts but unless you identify the need, it can't happen. I am happy to make any necessary changes, just let me know.
5. If anyone is having issues seeing things on PPTO, log in again. The system is annoying in that it logs you out easily with certain navigation within the website.
6. Remind people who are having issues volunteering that they must hit submit at the bottom of the page to save their volunteering choices.
7. Is anyone here today having current issues with PPTO?

- Key Upcoming Dates - Amy McArthur

1. Bulldog Fall Fest Sat 9/29/ from 11am-1pm. Flyer in the Weekly today.
-Sari Weil added their will be Inflatable Obstacle Courses and Amy McArthur added Ria Bamba Food Truck will be there.
2. Noggin Builders Science Workshops funded last year by the PTO are scheduled for 11/1 (3rd), 11/2 (4th), 11/8 (1st), 11/9 (2nd), and 11/15 (5th). K will not have these workshops because they were funded for last years students and K were not here yet.

- Communications Updates/Reminders:

1. Westmoor Weekly submissions need to be submitted to me by noon on Weds. Please plan ahead with your committees to submit things to you with links and flyers attached prior to Weds so you have time to review them and send them to me by noon Weds. I have to send everything compiled to Tracy by Weds evening.
2. Please instruct or remind committee chairs who fall under your area to direct all correspondence to you directly. If something then needs to be sent to me, the VP's will send it to me. Then, only if necessary, I will involve Mary. No PTO business should be going directly to Mary or the teachers without going through the VP and then the President first.
3. Any contracts, flyers, communications sent out to families or staff need to be sent to me in advance for an extra set of eyes and proof-reading.
4. Nothing should be sent home in backpacks unless it has an attached RSVP slip or order form. Other routine communications should be sent out through the Westmoor Weekly.
-Amy McArthur added if flyers go home it will go with the youngest or only child in the family.

5. We have the ability to use PPTO to text or email blast families but we need to try to use this judiciously so that people do not get annoyed with it and stop paying attention. If you feel you really need one of these, please email or call me to discuss.
6. WM copier in mailroom can be used but Staff have priority so please allow them to use it first. Tip- avoid going to make copies first thing in the morning.
7. Anything that can be promoted on FB, twitter, etc., please send email to Lia Rogers directly and she can take care of it. Minutes, forms, etc can be found on northbrook28.net but now can even more easily be found on westmoorpto.com under "More Info"

Principal's Report-Mary Sturgill

-Mary Sturgill welcomed everyone back and stated all have been enjoying the weather since school started. She also thanked everyone for their involvement and welcomed the staff that would be joining in the meetings this school year: Robyn Glaubinger, Angie Taggart, Michele Anderson, and Laura Rzewnicki. The school did their first safety drills - in record timing for the first one. They do 3 per year. The Lock DOWN drill was done with the Northbrook Police Department and the school passed. They will do shelter ones in the Spring. The school has also been working on procedures and routines inside and outside the classroom. There was also a reminder that you must have an ID to enter the building and wear your lanyards. There was also a reminder that when parents volunteer at lunch that they are veering off their duties. The students have been taught rules to follow, but they are visiting parents behind the tables, sitting with their students, and getting extra food. It was asked that parents, give a quick hello and hug and return back to their volunteering position.

PTO Council Updates- Amy McArthur

- New certified staff, 26 total, ½ for Foundational Program which supports students with extensive disabilities and very involved IEP's. Used to be run by NSSED but now most run through our district. More cost effective to run it ourselves since the classrooms were already in our schools.
- Summer School- considering holding S.S. at both WM and NBJH (younger kids at WM, older at JH). In discussion. K-2 at Westmoor and 3-5 at NBJH. Start time maybe staggered due to students being at both locations.
- First year of official standards based reporting for NBJH, shifting focus away from letter grades
- First Day of School social media campaign- helped highlight all the ways to follow the district on social media. Huge wall of photos submitted on the wall at district office.
-Mary Sturgill added that a Westmoor student from the YE won. The votes were from the district office.
- Printed Calendar- holidays accidentally left off printed calendar (not "no school" days, but actual Christmas, Mothers Day, etc, etc)
- 8th graders taking H.S. placement test 11/3/18
- Replacement for PARCC still not known
-Mary Sturgill added that we are still waiting for the State of IL to let us know the replacement.
- D28 Parents Night 1/26/19, 8-11pm- At BMW dealership (no fee to use space). Caterer is a D28 family (from Meadowbrook)- lots of incredible deals. \$75/person (may offer \$65 early bird). Open bar, passed apps, other food stations. Flyer will be out by 10/1. Estimating ~400 people (goal 100 per school). There will be a 50/50 raffle and silent auction. For this year, money will be split evenly between schools with the thought that it would be used for teacher grants.
-This event is being modeled after Meadowbrook's past event. There is also 2 reps from each school. WM's are Laura Van Bergen and Sarah Fink.
- The council consists of Dr. Hewitt, the 4 PTO Presidents, and the Council Exec Board. The Council meets the 1st Tuesday of every month at 9am at the NBJH District offices and everyone is welcome.

Executive Board Updates: VP's

- VP Committees: Missy Lyons and Julia Mateja
-Will need more volunteers later in the year, most chairs filled for now, may need more grade level chairs

- VP Programs: Amber Miller
-went with Tara LaCerra, Angela Rowland, and Missy Lyons to watch contenders for the assemblies for the social emotional one.
- VP Social: Sari Weil
-need more volunteers for the Fall Fest, can use junior high and high school students. 5th grade fun night was a great turn out and fun despite the cold. October 26th is the Kindergarten Fun Night. November 7th is Bingo Night.
- VP Fundraising: Jane Ciancanelli
-Introduced herself. 91 birthday signs have sold so far. Free Will has had 53 families donate. Spirit Wear had 351 units sold with the closing date tonight. Raised \$3800 for pizza lunch so far, biggest fundraiser of the year, so far. We also have going forward Box Tops, School Supplies, Book Fair, and Special Lunch (2,539 orders so far and on track for fundraising). Teacher Raffle is being done by Susan Sholty who added that 1/3 of the teachers had not yet responded. Mary Sturgill responded that messages have been sent out and that it is not mandatory for the teachers to do the raffle.
- VP Classroom Activities: Debbie Roever
-lots of enthusiasm for volunteering. Halloween Parties are next event, 2:15 is the parade and 2:45 is each classroom party. The parties are budgeted for \$3 a student. There are tax exempt forms and reimbursement forms available.
- Treasurer: Ena Chang
-stated there is a single class party fee on the PTO website for \$5/child to contribute to all 3 parties during the year.
PLEASE SEE MONTHLY TREASURER'S REPORT BELOW
- Recording Secretary: Tracy Snyder - no reports
- Corresponding Secretary: Rachel Taylor
-The back to school staff lunch went great. The Exec Board had to bring desserts not enough people volunteered. The next sponsored dinner is in October during conferences. We need to promote volunteers. The new Staff received WM water bottles and welcome notes from the PTO.

Amy McArthur then opened the floor for questions. Wendy Seltzer said that signing up for PPTO was confusing for new Kindergarten parents. She felt they were given conflicting information and there was too much time between when they got teacher assignments and when they got their login info from PPTO. Amy said that this was the first year that PPTO had to "roll over" and that new families can't purchase and volunteer for things until class assignments are uploaded. Next year we will try staggering the sign up times for volunteering and see if there is a way to get the districts class lists to PPTO in a more timely manner.

Committee Reports- none.

Adjournment at 3:21PM. Motion from the floor to adjourn done by Sari Weil. Seconded by Amber Miller.

Next Meeting:
Friday October 12th at 2:20pm
WM Large Conference Room



AT A GLANCE – JULY & AUG 2018

Beg. Balance = \$ 54,065.94*
July + Aug Deposit = \$ 14,685.96
July + Aug Withdrawal = \$2,261.86
End Balance = \$52,345.39
* \$14,144.65 checks cashed in Aug /written in June 2018
Ena Chang, PTO Treasurer
echang0630@gmail.com

DEPOSITS (net of fees)

1. \$14, 685.96 incl.
 - School Supplies: \$7,036.42
 - Bday signs: 27 kids \$259.47
 - Free Will: \$1,546.52
 - Spirit Wear: 56 units \$1,128.69
 - Pizza Lunch: 853 orders \$3,281.28
 - PTO Member Dues: 79 \$759.19
 - \$663.09 Family
 - \$96.10 Staff
 - Party Fees: 85 kids \$408.01
 - Amazon Smile: \$44.67
 - Bank Interest: \$8.75

WITHDRAWAL

1. \$2, 261.86 incl.
 - Spirit Wear: samples \$200.00
 - Pizza Lunch: \$360
 - 5th Gr. Pool Party: \$400
 - Back to School Lunch: \$753.98
 - Paperless PTO Fees: \$300

SEPTEMBER DEP & EXPENSES expected

1. PPTO deposit 8/16-8/31 = \$15,240.87
2. School Supplies < \$7,036.42
3. Spirit Wear
4. Teacher Raffle Revenue
5. Sept 29th Bulldog Bash Expenses
6. Hospitality for Teacher Conf

AD HOC 2017/2018 BREAKOUT

1. \$10,914.77– Books for Classrooms, R. Smith visit & Birthday Books, all Reading Related
2. \$5,160 – Noggin Builders, Science related
3. \$2,535.65 – Furniture for Classrooms
4. \$454.14 – Supplies for Teacher Use
5. \$211.08 – Supplies for Kid Use
6. \$800.95 – Popcorn Machine, Bulldog Costume
7. \$ 3,342.11 – Musical related (dimmer, divider wall, microphone)
8. \$357.50 – Recess Equipment for Kids
9. \$785 – Phys. Ed curriculum guides & Spark membership **GRAND TOTAL: \$25,470.37**