

**Minutes**  
**Hubbard Woods PTO Executive Committee Meeting**  
**May 15, 2015**

Present at Meeting: Jennifer Hayes, Erin Donaldson, Amy Boehm, Julia Werner, Byrd Rhyne, Heather Pigott, Georgie Geraghty, Daniel Ryan, Tracey McDowell, Todd Burleson, Sarah Graham

- I. Welcome and Introductions: Georgie Geraghty
- II. Approval of April Minutes.
  - A. Approved, but will delay posting on the website until retirement gifts have been given
- III. Discussion and Decision items
  - A. Big Project Room Update - Todd Burleson
    1. HW will be piloting the Project Room/IDEA Lab for the district
    2. School board will receive information at the May board meeting and will vote at the June meeting
    3. Downstairs room will be big project space for large scale projects and for exploring with messy materials
      - a) "Bones" of current space are excellent for storing and housing materials
      - b) There is a bathroom located behind the storage space
      - c) Additional storage tools such as baskets will be added
      - d) Room will be painted and cabinets will be added
    4. A portion of the Resource Center space will be converted into an IDEA space
    5. On October 10, 2015, HW will take part in the cardboard challenge with an open house in the Project Room for all families to participate
    6. Imagination Blocks will be used in the Project Room during the winter months
      - a) Blocks will be stored in the shed outside and used on the turf during warm weather months
    7. Makedo is a cardboard construction kit with materials to cut and hinge cardboard creations that will be used in the Project Space
    8. Idea is to allocate space for a maker area and a breaker area to take apart objects and then repurpose them
    9. Total cost for Project Room, including furniture, equipment, and storage is estimated to be \$9,598.91
      - a) Grant from WPSF for \$4820.25 brings the total to \$4778.66 for the PTO funds to cover
    10. A work order has been placed with the district to have the room finished after the start of school next September

- B. IDEA Lab will be in the Resource Center and will be balanced between technology and books
  - 1. Scheduling. Every class will have a 20 minute dedicated library book time on one day of the week
  - 2. Outside of library time, the IDEA Lab and project space will be available for independent creation
  - 3. Will not add curriculum, but will augment existing curriculum
  - 4. Student learning can be measured through use of the Seesaw app to photo document work on iPads which can then be shared with teachers and parents
- Big subject areas with maker spaces
  - 5. Construction/deconstruction
  - 6. Circuitry/coding/programming
  - 7. Robotics
- C. TV studio will be relocated from the basement to the Resource Center and will be able to be used as a recording studio and for purposes beyond WGST
- D. Cost for furniture, equipment, curriculum materials, storage and organization totals \$38,597.78
- E. Total cost to PTO for both projects is \$43,376.44
  - 1. PTO Executive Board has approved \$50,000 for the project which includes \$40,000 to cover the creation of the room and \$10,000 as seed money to create a fund for resupplying the room over time
- IV. Budget - Amy Boehm and Julia Werner
  - A. Imagination Blocks have been purchased and will arrive the second week of August so they will be ready for the first day of school
    - 1. Need to decide flooring for the project room to accommodate the blocks
  - B. The need for a balanced budget was discussed by the board. Corrections will be made before a vote next month
  - C. Mayfest money brought in through Paypal and checks total \$15,000 to date
- V. Communications - Erin Donaldson
  - A. Graphic artist contacted to get all graphic art press ready, to amend a new logo for the 100th Anniversary, and create note cards for PTO
  - B. The graphic artist submitted a proposal for the work of \$675
  - C. Approved expenditure by board
- VI. President's Report- Georgie Geraghty
  - A. PTO Appreciation Coffee will take place Monday, May 18 at home of Jen Hayes
  - B. The PTO Executive Committee Transition meeting will occur June 3
- VII. Principal's Report - Daniel Ryan
  - A. Thank you all the support on the Project Room and IDEA Lab
  - B. Ann Engelman, reading support teacher, will be the teacher representative on the PTO next year
- VIII. Teacher's Report - Byrd Rhyne
  - A. Teachers appreciate the support

- B. Camp Edwards trip was wonderful for 4th graders
  - C. Thank you for the Teacher Fun lunch today
  - D. Field Day is May 27
  - E. Shadow Day at Skokie coming up for 4th graders
  - F. HW Alumni will be coming back from New Trier on May 20
- IX. Vice President's Report - Hayes
- A. Meeting planned to discuss the August transition back to school between Lois and key PTO committee members