

## PTO Executive Committee Minutes

September 9, 2015

Attendees: Daniel Ryan, Jen Hayes, Lori Miralles, Kendal Reis, Annee Engelmann-Phillips, Erin Donaldson, Brie Root, Brooke Helmstetter, Julia Werner

- I. Welcome and Introductions- Jen Hayes
  - a. Thank you for coming
  - b. Busy year with the Idea Lab and the 100<sup>th</sup> Anniversary
  - c. Wrote a letter to the teachers and included money for each classroom before the start of school
- II. Teacher's report-Annee Engelmann-Phillips
  - a. The teachers are feeling appreciated
  - b. The Hubbard Woods birthday party was great, low-key
  - c. 100 year Anniversary plan is appropriate for teachers
  - d. The Idea Lab is exciting
  - e. Imagination Blocks are great
  - f. The generosity of the PTO is appreciated
  - g. Welcome moneys are appreciated
  - h. Call me if you need me
- III. Principal's report - Daniel Ryan
  - a. Excited about this year
  - b. Welcoming new families
  - c. It takes a village
  - d. Birthday celebration was a success
  - e. Todd Burleson is working hard on WGST and Idea Lab
  - f. Marcy Teodoro, new hire, First grade teacher
  - g. Project Room in the old kindergarten room this year
  - h. We still need to update the basement room: good indoor space for bad weather
  - i. 100<sup>th</sup> Anniversary Project unfolding over the year; classroom project presentations at Town Hall meetings

- j. There was an admin retreat in August in Wisconsin; principals meeting with grade level teachers each week looking for strengths and weaknesses
  - k. Imagination Blocks used by teachers on their first day of school
  - l. Per Trisha Kocanda - challenging innovation
- IV. Approval of Minutes - Brie Root
- a. Kendal motioned to approve, Erin seconds-Approved
- V. School Board Update-Brooke Helmstetter
- a. Hubbard Woods, Skokie, Washburne are piloting the STEAM initiative
  - b. Full-day kindergarten study in place: voting in the Spring
    - i. Looking at what other New Trier feeders schools are doing
  - c. Refining curriculum: Columbia Teachers College
  - d. 20 new staff members
- VI. Treasurer Report- Lori Miralles and Julia Werner
- a. PayPal use was high: 91% for supplies
  - b. A few families didn't want to pay the fee
  - c. Teacher gift collection was 86%
  - d. Get together to refine PayPal process for next year
  - e. \$49,000 in less checks to be processed
  - f. Idea Lab is over budget about \$1,400
    - i. Todd has requested two more items
      - 1. He will need to fund them with Resource Center funds
    - ii. \$1,323.44 overage for Makedo for Cardboard Challenge
      - 1. Approval of \$1,400 for Cardboard Challenge: Kendal motions, Erin seconds-Approved
    - iii. PTO budget for the Idea Lab is spent for this year
  - g. New school year budget will be posted to the website
- VII. President's Report-Jen Hayes
- a. Birthday party successful
  - b. Sept 24, 2015 meeting for 100<sup>th</sup> Anniversary Open House planning
    - i. Lauren LeBoyer to chair the open house in May
  - c. Fundraising committee meeting coming up
    - i. Use Idea Lab and 100<sup>th</sup> Anniversary to start fund

- ii. Use fund to supply Idea Lab and curriculum support
    - iii. Get together a group of parents to fundraise
  - d. Volunteers for Idea Lab
    - i. Sarah Graham to setup a volunteer Sign Up Genius for each class
    - ii. Sarah Graham needs a committee to help with Idea Lab events and large project space
  - e. New district website launching on October 1<sup>st</sup>
  - f. Cardboard Challenge on October 3<sup>rd</sup>, 3-5pm
  - g. O'Toole family gift for the garden outside music room
    - i. Van Zelst to create space
    - ii. Amy Swartchild and Katie Zoloto to organize planting
    - iii. Dedication with the O'Toole family
    - iv. Work with the Green Team and the faculty
- VIII. Vice President's Report-Brooke Helmstetter
  - a. Decades Project:
    - i. Outline of the project to the teachers
    - ii. Went through decade boxes; delivered to classrooms
    - iii. Teachers can use boxes as they see fit
    - iv. Annee has visited the Winnetka Historical Society to get Hubbard Woods/Winnetka history
      - 1. Remind teachers about resources
    - v. Tracey McDowell to oversee communication out to decade parents
    - vi. Board outside of Spanish room
      - 1. Put up decade between the 10<sup>th</sup> and 15<sup>th</sup> of the month
      - 2. Decade parents to create display boards for May Open House after taking items down from the hall boards
    - vii. Open House May 3, 2016, 1-3pm and 6-8pm
  - b. 37 new families to Hubbard Woods
    - i. Playground event was well received; cut short due to rain/storm
    - ii. Tour day was successful
    - iii. New parent orientation was well attended
      - 1. Idea Lab and Project Space is exciting

- IX. Ways and Means-Jen Hayes
  - a. Send out requests in September
  - b. Vote in October on requests
    - i. \$7,000 budget
  - c. Should there be parameters? No; be thoughtful of requested items
  - d. Daniel to write cover letter with guidelines to request: set the tone
- X. Communications Report -Erin Donaldson and Kendal Reis
  - a. Updated the raccoon logo a little and had final art created
  - b. Created 100<sup>th</sup> Anniversary logo
  - c. Updated trifold for parents
  - d. Update information on website to better reflect what's going on at Hubbard Woods
  - e. Idea Lab Facebook page-please "Like"
  - f. Work on improving the information on the internet
  - g. Student photo permission needed
    - i. We need our own PTO permission for photos
    - ii. Need permission for PTO Item pictures and website
    - iii. Question: Setup a Google doc to get parent permission for pictures?
  - h. "Love My Librarian" Award for Todd Burleson
    - i. Need help from teachers to write about him
    - ii. Annee to coordinate teachers
- XI. Discussion Items-All
  - a. Room parent party guideline
    - i. Keep it simple: potluck and BYOB
  - b. October meeting focus is Ways and Means
- XII. Adjourned