

December 10, 2014  
PTO Exec Meeting Minutes

Present at Meeting:

Georgie Geraghty, Tracey McDowell, Byrd Rhyne, Erin Donaldson, Julia Werner, Amy Boehm, Jennifer Hayes, Heather Piggot and Daniel Ryan

- I. Approval of Minutes - Georgie Geraghty
  - A. Both October and November minutes were approved and will be posted online
  
- II. Principals Report- Daniel Ryan
  - A. A group of Hubbard Woods teachers will be meeting on Friday with 18 other regional educators to have discourse about progressive education
    1. The PTO will provide lunch for these educators at the already planned Teacher Fun Lunch
  - B. A lot of sickness and absence within the school; difficulty finding subs
    1. Olivia Hoyt, school nurse, has been remarkable throughout
  - C. Room in basement has been recreated into a Wamponoag Village for first grade use
  - D. Retreat planned for teachers January 23 and 24 downtown in Chicago
  - E. Recent inservice on testing
    1. Trisha Kocanda is being a strong leader in understanding the new testing
  - F. Coding Club being discussed with all three elementary schools
  - G. Winter Sing coming up; new format with new teacher
    1. Theme will be Van Gogh's Starry Night
  - H. Lois Peterson will be out with knee surgery in January
  
- III. Teacher Report- Byrd Rhyne
  - A. Many service projects currently underway
    1. Fourth grade holding food drive for New Trier Pantry
      - a) Erin Donaldson will communicate to parents about the drive and encourage them to purchase items on the list
    2. Third grade collecting for the Night Ministry, an organization that visits homeless people at night. Warm clothing items are needed.
  - B. Project based learning underway at school
    1. Mayflower for second grade
    2. Wamponoag village for first grade
    3. Encourages children in all grade levels to interact
  - C. Winter sing will be next week
    1. All students will sing in both performances
  - D. PARCC meeting was on Monday for the district
    1. Information provided for teachers regarding the new test

2. Test is state mandated
  3. Parents have the option to explore how they could choose to have their children opt out if they do not want their children to take the PARCC
    - a) some parents in other communities are also exploring their options
  4. Principals are meeting with the board next week to discuss testing and communication
    - a) PR plan for parent education is planned
  5. Test prep for students will focus on the actual computer platform for the test
- E. Rhyme will visit The Children's School to learn more about progressive education tomorrow

IV. Budget- Amy Boehm and Julia Werner

- A. Working on Ways and Means
- B. Paypal account has been created
  1. Website can take in money and generate emails
    - a) Will work for parent party with button on website for payment
  2. Website will need to be upgraded to be able to create a spreadsheet capturing all the information submitted
    - a) Dee Macey is looking into the upgrade and will compare with other district schools

V. President's Report- Georgie Geraghty

- A. Tax abatement discussion at the last board meeting
  1. Vote will be at next board meeting; please see school board minutes from November to see options
  2. Capital reserves are closes to 50 million dollars
  3. Beth Martin discussed staffing issues regarding having enough staff for early intervention
- B. Greeley and Hubbard Woods have found staff interested in leading a coding club; Crow Island is working on staffing
  1. Proposed meeting in January to map out general plan
    - a) fee based club
    - b) must have own insurance
    - c) can use computers and space in the schools
  2. Service Projects Underway at Hubbard Woods
    - a) third grade classes are currently making blankets
    - b) budget available for more PTO-supported projects
    - c) money taken from all students activities fees to cover Kindness Connection; will be paid for by Hubbard Woods School and not the PTO
- C. Volunteers
  1. Difficulty finding volunteers this time of year

2. Need help with Winter Sing
  - a) prior to the sing, assistance needed to hang art and decorate
  - b) during show help needed spotlights
  - c) suggestion to committee chairs to request sign ups at least a month ahead
- D. Teacher Fun Lunch
  1. Lunches have been catered all year
  2. Chairs are requesting parent volunteers to supply desserts
    - a) teachers are happy with catered lunch without the dessert
    - b) difficult to find volunteers this time of year
    - c) executive board felt it was not necessary to ask parents to provide desserts
    - d)
- VI. Communications Report- Erin Donaldson
  - A. Exploring idea of HW creating a "Green Newsletter"
    1. Want to share all the wonderful things that have been accomplished at the school
    2. Photos of our kids in action composting and recycling
    3. Share about our new grant
    4. Considering two issues a year
    5. Time sensitive material will stay in The Item
  - B. Phyllis McMillan Book Collection
    1. Requests have been sent to the broader community
    2. Difficult to reach HW Alums
      - a) reach out to parents who are alums and have them post the link on social media
      - b) create a Facebook page for HW alums
        - (1) will help with 100 year celebration
- VII. Discussion Items
  - A. Holiday gifts for school employees other than classroom teachers
    1. Classroom teachers are covered through room parents
    2. 34 employees are not covered - specials teachers, associates, facilitators, etc.
      - a) Last year a budget line item of \$500 was added to purchase gifts in the amount of \$20 for all specials teachers and associates
      - b) The PTO will cover gifts for any specials teachers, associates or facilitators beyond the 25 covered by the \$500 noted above
    3. President's fund covers principal and administrative gifts
    4. Safety committee will receive gift at end of the year
    5. Will consider moving to a standardized gift protocol for next year involving Paypal.
      - a) ability to collect standard amount of money for gifts per child

- b) ability to evenly distribute to teachers and staff
- c) PTO would handle all gifts to all faculty and staff at the holidays
- d) marked reduction for classroom teachers as they will receive smaller amount than they currently receive