

Hubbard Woods PTO Exec Meeting

October 5, 2016

Attendees: Brooke Helmstetter, Nidhi Singh, Lauren LeBoyer, Kendal Reis, Beth Carmody, Ellie Hotchkiss, Abby Burtelow, Jen Hayes, Lori Miralles, Sarah Graham

- I. **Welcome** – Brooke Helmstetter

- II. **Approval of the Minutes** – Sarah Graham
 - a. Beth Carmody: Brief update on playground discussions with district, primarily safety concerns.
 - i. Drainage problems
 - ii. Some roots growing up that could trip children around the sand/house area
 - iii. Site lines inhibited by evergreen on playground
 - iv. Ga-Ga Pit TBD
 - v. Buddy Bench TBD
 - b. Motion to approve: Abby Burtelow
 - c. Second: Lori Miralles – Approved

- III. **School Board Meeting Update** –Brooke Helmstetter
 - a. Brooke and Nidhi attended
 - b. Trisha’s goal is effective communication—Board Highlights emailed each month
 - c. Four goals this year: (1) effective communication, (2) expand experiential learning, (3) fiscal management, (4) reaching all learners
 - d. Update on Math Program Eval (2 Northwestern researchers): Monday, Oct 10, 7pm, Special School Board Meeting, to be held at Crow Island.
 - i. Parent Follow up, Thurs, Oct 13, 10am at Washburne Little Theatre. NOTE: Need to RSVP for this meeting.
 - e. Enrollment Balancing Project Highlighted—parents, community activists, realtors, comprehensive group to share thoughts on community. Committee has been formed. Cheryl O’Brien is on committee from HW.
 - f. Crow Island receiving a large furniture donation from a company that values educational environment (third teacher). VS America (Germany) donating new furniture from K till 4th grade. They will also work on restoring historic furniture.
 - g. Heat Relief Issues (Greg Kerr): school board seemed interested in continued investigation as this comes up every year. True fix would be AC schools but very costly (\$8M). Considering free-standing AC units (IF electrical could support it). Did provide additional fans during heat. Not

all schools have main spaces (e.g. RC and auditorium) to be AC. At HW, for example, could consider Art Room and/or Gymnasium to add communal spaces with AC.

- i. School board asking for some info: how many days could benefit from AC, when are they?
- ii. Calendar shift could be considered
- h. Side Discussion---how to engage younger families
 - i. Room Parents create tables for luncheon
 - ii. World Traveler's Committee needs building, others as well
 - iii. Buddy Families could provide connection to 40 families, personally invite their family to events and check in ('how are you feeling about school?' and 'do you have any questions?')
 - iv. Room Parents could send the PTO committee needs list to their classes

IV. **Treasurer's Report**—Lori Miralles

- a. Collected from all but one family
- b. On budget or nominally over in every category
- c. 91% of money paid through PayPal this year
- d. Fees collected for PayPal (\$6) is appropriate fee for next year with this enrollment.
- e. Pizza Fun Lunch was just couple hundred dollars over. Fruit coming from Viccino's...possible cost cutting area.
- f. Supplies budget ended up on par with prior years. Note that the custom kit by classroom does add some cost and extra work.
- g. Only one family from past two years bought own supplies.
- h. Teacher gifts: \$40 under budget
- i. Yearbook: \$25 under budget (Abby: still missing four yearbooks)
- j. Lori: Breaking out yearbook from supplies was much easier for accounting this year. Are extras ordered? (Jen to check with Jennie Ely) Don't order till month before arrive, so any late additions generally have time to order.
- k. All other committees look good. About eight or nine teacher checks still need to be cashed. Beginning of year committees are wrapped up.
- l. Running at \$1800 surplus for start of year stuff.
- m. World Traveler's: Considering moving to PayPal/button pay. Brooke to reach out to Dee. Cost would need to be increased for PayPal fee. Special email blast would contain link.
- n. Grand Receipts: received \$600 back this year. Challenge for class party: November and April proposed. (May is too busy)
- o. Capital Improvement/Asset Purchases: consider instituting a best practice around how to purchase an asset. (e.g. school should purchase and PTO reimburses the school, school retains receipt/school tracks/etc) Things that

could fall within this structure: Imagination blocks, laptop carts, sofa eight years ago, IdeaLab items, Audio equipment, Sound Domes, etc. Anything over \$5k needs to be approved by school board/district.

- V. **President's Report**—Brooke Helmstetter
- a. Upcoming Events—Cardboard Challenge Saturday Oct 8th, 2-4pm
 - b. IdeaLab Parent Open House—next year, do we consider beginning Nov. e.g. Holiday Gift Recos; but also keep open house after kindergarten on small scale (e.g. hidden artwork in IdeaLab)
 - c. Fall Luncheon coming up
 - d. District calendar is available online. But, how to we manage Directory Spot calendar? Consider adding link to district calendar on our website. In Directory Spot we can link to only one URL. Lori will link to the district calendar and we will see if it meets our needs.
- VI. **Vice President's Report**—Nidhi Singh
- a. Room parents helping manage signup genius for IdeaLab
 - b. Parent conferences coming up
 - c. Fundraiser again to sell preview tickets to Antiques & Modernism show (checks to office)
 - d. SIT Team (School Improvement Team): met last week, one rep from each grade except K. District hoping goals to reflect school personality. Two goals for HW: (1) Service Learning, (2) Reaching all learners. Focused on Service---feels 'one and done', consider having each grade level follow one organization throughout their four years (e.g. Floured apron, Night Ministry, Bernie's Books) Grade level specific messages and projects. Hopefully the projects and ideas come up organically, ideas of students.
 - e. Suggestion: Adopt a school during book faire instead of or along with the teacher request board. (e.g. could be a natural project for the class doing Bernie's Books...kids create board, etc)
 - f. Suggestion: Box tops could be organized by the kids, collected/sorted, and then donated to their organization.
- VII. **Communications Report**—Kendal Reis/Lauren LeBoyer
- a. Anyone with Kudos, send to Item gmail
 - b. Is there room in the Item for focus on Math/special projects/curriculum? Thoughts: The Item not ideal place for general curriculum. The Item is for special event overviews, collections, etc. Principal's emails could be better for curriculum.
- VIII. **Principal's Report**—Beth Carmody
- a. Hired new part-time (0.5) ELL teacher for district, Diane Sigmund. Will be helping at HW. Add to staff list in directory and gift list.

- b. Views & Visions—about 15 people, sign that people feel good about the school. Slideshow doesn't need to go on website. Conversation style.
 - c. Author Visit—Mac Barnett. So much fun! Lots of energy. Very funny.
 - d. Ways & Means—brief discussion of initial proposal. Anything district can/ should cover to potentially allow for a second water fountain? Beth to find out exact cost of water bottle filler that has been installed.
- IX. **Teacher's Report**—Ellie Hotchkiss (had to depart at scheduled end time for meeting, prior to reaching this point in agenda)
- X. **Discussion Items**—All
- a. Julia had credit card for PTO last year and linked it to an Amazon account just for us.
 - b. Brooke motioned to approve all items on Ways & Means list with the exception that we are holding off on: Todd's tables, Mr Klip's mats and white boards for Rosinkski and Gutierrez. Waiting to find out cost of water bottle filler to determine funds available. All in favor: 1st (Lauren LeBoyer), 2nd (Jen Hayes). Approved

Meeting Adjourned: 11:15am