

Executive Committee Minutes
September 10, 2014
1:00 p.m. – 2:30 p.m.

Present at Meeting: Byrd Rhyne, Daniel Ryan, Julia Werner, Amy Boehm, Jen Hayes, Tracey McDowell, Erin Donaldson, Georgie Geraghty,

- I. **Welcome and Introductions - Georgie Geraghty**

- II. **Approval of the Minutes - Tracey McDowell**
 - Minutes from May 28, 2014 were approved
 - Minutes will be posted on website by Dee Macey for transparency

- III. **Principal's Report - Daniel Ryan**
 - positive feedback from popsicle party at start of school, very welcoming, thank you to PTO
 - smooth start to school
 - house being torn down on Chatfield with two houses planned in its place. Daniel and Georgie attended meeting with the Village Plan Commission to better understand impact on school
 - Phyllis McMillan retirement will be celebrated with the books in the library and with an interview with the *Tribune* on Friday
 - Gary Wendt has been a seamless transition to the music program
 - a new Special Ed teacher has been hired, Jason Bozonelos. Candace Yurkonis from Washburne will be working at Hubbard Woods as well.
 - getting to know all the new people in the district including Trisha Kocanda, the new district Superintendent who is setting a professional and positive tone with a lot of maturity and foresight through her history with the district
 - technology director Maureen Miller is struggling with the bandwidth capacity since so many students are on their new devices; problem solving is underway
 - iPads have been received from the Hubbard Woods PTO but as a school Hubbard Woods is holding off use until bandwidth issues have been settled
 - Krista Wray and Tammy Kerouac piloted iPads last year and are sharing their reflections; for example, using iBook on the iPad for animal reports which is already part of the curriculum
 - teachers will meet regularly with David Davis starting next week to learn about the technology and match it with curriculum
 - goal is for every teacher to have one or two things to share by the end of the year about how they have used iPads to enrich the curriculum
 - technology committee has been formed with teachers and tech representatives

IV. Teacher's Report - Byrd Rhyne

- teachers have great appreciation for the PTO and parents; they feel very supported
- everyone is diving into the start of year with curriculum and building community
- teachers are impressed with new Superintendent and technology director
- still working on contracts for teachers and associates
- teachers really like the school supply kits that are provided through the PTO; recommendation from the PTO board to try to have the supply packs more uniform across each grade level to ensure consistency of cost

V. Budget - Amy Boehm and Julia Werner

A. Status on deposits

- all checks have come in on time
- programs (school supplies and yearbook) have almost 100% participation

VI. President's Report - Georgie Geraghty

A. Kiddos

- per Michelle at Kiddos: "We are at about 142 students registered on the site and about 55-80 orders per day depending on the day."
- has been a wonderful experience thus far
- rolling enrollment; this will be communicated to parents since students are asking to add days or join the program

B. Birthday Books

- huge success; 90% participation so far
- need a bigger committee to wrap books and make book plates; suggestion made to not wrap, use a ribbon or something reusable for the books [Note – after the meeting the Board learned that the wrapping is actually a plastic coating placed around the book for protection].
- suggestion made that birthday books should be given to students with summer birthdays on their half birthday
- Georgie will follow up to learn more about how the birthday program is working
- checks will be made out to the PTO next year so Lois does not have to handle the checks

C. Phyllis McMillan Book program update (Erin Donaldson)

- funds have been received to purchase 23 books in her honor
- article in *Winnetka Current* in late June and online article in the *Winnetka Talk*
- local *Tribune* is interviewing Phyllis on Friday at Hubbard Woods

- include a link in future communications for parents to donate
- send donation link to alum at Skokie/Washburne

VI. Vice President's Report - Jen Hayes

- check collection with room parents went smoothly
- room parents advised to communicate with teachers to see if there any sign ups that need to be out for back to school night
- a lot of new families; 20 in Kindergarten alone. Several events were scheduled to introduce them to the new school

VI. Communications Report - Erin Donaldson

- spirit wear order have been down; push at back to school night later this week
- idea put forth to broadcast Views and Visions with Daniel Ryan
- a lot of positive feedback on the new layout of The Item

VII. Discussion Items

A. Historian position

- a. Need to be methodical about keeping pictures of children from Kindergarten onward
- b. Crow Island has a similar program
- c. Starting with Kindergarten we have multiple parent volunteers
- d. Storage for photos- two options
 - i. Dropbox \$238
 - ii. Portable Hard Drive \$400
- e. Request for \$400 addition to budget to spend on photo storage
- f. After a motion made by Georgie Geraghty and a second, the Executive Committee approved purchasing a storage solution up to \$400 in cost.

B. Provision of water as part of lunch supervision.

- a. Complaints about water on pizza fun lunch days as well as absence of water on no-pizza lunch days
- b. Discussed possibility of water cooler in lunch room
- c. Bring water in bottles from home
- d. PTO Executive Committee decided that for practical purposes and consistency, water will no longer be offered on Pizza Fun Lunch Fridays
- e. Parents will receive communication about sending a drink to school for lunch if they have not purchased milk or juice form the district

C. Greeley decision not to project manage playground

- a. Going forward, the HW PTO will adopt a more passive role for capital projects, focusing largely on fundraising

- b. Daniel Ryan will speak to Trisha Kocanda about possibilities for big projects

D. PayPal for payments

- a. Skokie/Washburne and Crow Island have moved to PayPal this year
- b. Would create a fee for online processing
- c. Would create new processes for credit card and checks
- d. Easier for parents and PTO than check collection
- e. Julia will investigate and report back to the Executive Committee

E. Lunch fee/ environment/ composting budget

- a. Additional \$0.50 collected per lunch; need to determine where that money is going given that .25 per lunch will be allocated to composting
- b. Composting fee has doubled; budget is not sufficient to cover

F. Mayfest format

- a. Heather Boulanger and Kendal Reis are chairs; very experienced from planning other community events
- b. Idea of classes having ownership of games and classes creating their own booths instead of renting games
- c. Parameters given by PTO to teachers regarding budget and participation guidelines
- d. Parents would still be in charge of the booth on the day of the event

G. Great Books

- a. Julia Werner will investigate the possibility of reinstating the Jr. Great Books program

H. 100th Anniversary

- a. parents and teachers will serve on committee
- b. celebration planned for 2015-2016 school year

Board Meeting Report - Amy Boehm

- efficient, positive, well led