

District 41 Parent Teacher Organization  
Executive Board Meeting  
September 20, 2011  
Lake Villa, IL

Present:

- Anita Ryan
- Hillary Heneghan
- Tricia Kennedy
- Lori Calta
- Maria Guzman
- Michelle Bratzke
- Laura Romig
- Jen Harder
- Michelle Hammond-Goddard

Executive Meeting called to order by Hillary at 5:43PM

**Treasurer Report**

- Approval of Budget
- NSF Check
  - Have a family that wrote a bad check in October 2009. Has been contacted several times. Says she has a proof that she replaced that check but has failed to show proof.
  - Will ask Mr. Dan Venturi's office to donate time to send a letter before completing a police report.

**Sodexo Letter for Kitchen Use** – Jen Harder working on the request form.

- The form should have a check list of what we are using (utensils, appliances, stove, freezer, etc).
- Jen will work with Jan (Sodexo).

**Paper Recycling**

- Jen and Keith will be meeting on October 12<sup>th</sup> to sign paperwork and select locations at Palombi and Martin to set up bins.
- These 2 schools will be drop off sites. Will communicate to families.

**Vendor Fair November 19**

- Does NJHS want to sell food? Dr. Jordan will be out of town (school board convention). She will check with Kathy Shelly.
- Jen distributed a flier to send home and a list of vendors (15 paid, 3 awaiting payment).
- Will send the flier to Michelle B to get added to the website
- We still need more vendors. Can have at least 45 reps.
- Responsibilities:
  - Jen Harder - Vendors
  - Lori Calta and Pleviak parent - raffles
  - Michelle Bratzke – volunteers
  - Laura Romig – Santa
  - Advertising Website – Maria Guzman
  - Hillary Heneghan will research FB page
  - Jen Harder & Hillary Heneghan - Craft Station

**Booster Shot Update**

- Do we want to allow Chair people and Board to pay cost (\$13) for the first checkbook? 5 for, 3 against. Motion passed.
- Sold 50 books so far.
- A lot of people do not understand how the checkbook works. Hillary will work on a flier to send home.

## **Public Session at 6:30**

**Secretary's Report:** Need to update a few VOMs and correct a typo on the August Minutes.

**Treasurer's Report:** Budget is available

## **School Updates**

- ★ **Palombi** – Volunteers of the Month ~ Barb Matusik
- ★ **Thompson** - Volunteers of the Month ~ Cathy Napoli and Stacey Moran
- ★ **Hooper** - Volunteers of the Month ~ Krista Schumow and Joanne Becker
- ★ **Pleviak** - Volunteers of the Month ~ Carleen Sliwa and Deanna Little
- ★ **Martin** - Volunteers of the Month ~ Paula Sandberg & Nicole Crocker

## **Overview of PTO Events**

### **Public Comments**

- Kathy Shelly - Band and Virginia would like to conduct pie sale. Split profits between the two (Band and NJHS). Kathy will work on the flier.
- Carleen Sliwa – Wendy's Night 2<sup>nd</sup> Thursday of the month for Band Boosters. Will discuss adding onto the PTO newsletter and website. Also working on a Grande Jakes night.
- Kathie Blasius – who is collecting Box Tops at Thompson? Stacey Moran
- Elmer Schmidt - Thank you for the donation to add the Smart Boards at Palombi. Teacher (Mrs. T) on his team asked to present a potential fundraiser. Hillary will contact her if she wants to present.
- Kathy Molve – fundraiser idea. Wickless Soy Candle from Galena. They can add our own sticker to the cover.
- Kathy Skinner – attended a 2 hour CPR course through the district (\$5 fee). Thinks it would be a good idea to sponsor an event for family.
- Jen Harder – thinking of more community events/fun activities. When she was younger she recalls Jump-a-thons. What can we do?
- Anita explained Booster Shots to the public.
- Carleen Sliwa – there will be a Band Booster link on the PTO website (it was removed from the district site). One link will go to a Music and Arts site where they will donate 4% of anything ordered from the link including purchases for other schools like Lakes HS to the Band Boosters.

Public Session Adjourned by Hilary at 7:10PM.

Executive Session called to order by Hillary at 7:24PM.

### **Discussion of Band Booster comments**

- Vote for the Band Boosters to have the pie sale? Unanimous
- Vote for Band Boosters Wendy's Nights to be added to our newsletter? Unanimous

### **Midland – Sue Hannum**

- Starts on the 30<sup>th</sup>. Boxes should arrive to the schools by Friday or early next week.
- Delivery Thursday, November 17. Pick Up from 5-7 at Palombi.
- Elementary Schools have the same prize program.
  - Limo ride and lunch is the big prize.
  - Small prizes will come in the boxes.
  - Other prizes will be distributed/done later.

**Food Drive**

- Each school should try to have one drive per year.
- Anita will check if Bounces R Us will sponsor a food drive again – class with most items won a free open jump pass for every student last year.

**Cookbook**

- Would like to have 350 recipes in the book. Currently at 114 recipes.
- Please send a push email to staff and families to add recipes in the book.

**Volunteer Giveaways**

- Look into something other than the bags. Hillary will look into.

**Family Fun Nights**

- Martin went over the allotted \$100 budgeted amount because of the huge turnout. The excess amount will be taken out of VP Slush fund.

**Closet of Things at Palombi**

- Things were found in a closet. Are they the PTO's (punch bowls, cups)?
- Lori and Hillary will go through.

**Susanna Farms – Haunted Trails**

- 10% back to the district for any visits on all ages on specific nights.
- She would do all of the fliers that need to be turned in to get the percentage back.
- All in favor to do this fundraiser.- unanimous

Executive session adjourned by Hillary at 8:31PM.

Respectfully submitted,

Maria Guzman  
Secretary