

District 41 Parent Teacher Organization
Executive Board Meeting
October 18, 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 5:32PM

Secretary's Report – Minutes have been approved

Treasurer's Report

- Audit should be completed by 10/31
- K4K for profit \$393.51

First Aid for fundraiser next year (www.rightresponse.com) - Diane Powers

- Distributed samples and brochures. School earns 50% on each pack sold except for the business line; it is 30% and we get 10% on residuals.
- Business line – OSHA regulated 1st Aid Kit. Some parents that own businesses have purchased. School will continue to get 10%
- Approved by American Red Cross
- Back Pack program comes with 5 kits. Kids would sell kits from back pack and brochures. School has 30 days to pay for back packs. Two backpack programs that sell for \$100/50. Can return unsold packs (we pay shipping) and get credit.
- Brochure program – we sell from the brochures.
- Can run both programs.
- Can register school, not obligated to sell. But we can refer other schools to join and we get a 10% refer a 'friend' fee.
- We are not a referral from another school.
- No minimum with backpack program. 4 cases free shipping (5 backpacks come in each case)
- Not sure if there is a shipping fee if we go with the brochure program.
- 1 week to ship from Vancouver. Can ship to each school.

Paper Recycling Update – Jennifer Harder

- We're all signed up!
- Two bins at Palombi and Martin. One will most definitely be visible to parents.
- They won't take phone books and cardboard.
- Palombi kids will work on separating recyclables at Palombi.
- Pay scale is per location.
- Tricia would like to know how often will they cut checks. Please make sure they send the check to the PO Box.
- Try not to promote until we receive the bins, which should arrive by the end of the month.

- The rep has lawn signs and posters to promote. Should try to promote within the community that we have these bins.

Holiday Expo/Vendor Fair - Michelle Hammond-Goddard

- 24 vendors officially signed up. 20 that have shown interest, but not paid.
- Did send a reminder to those that have shown interest on Monday.
- Michelle Bratzke still needs parent volunteers from the schools. She set up the website.
- Michelle received a lot of compliments that the school was really decorated in the past. Would like to get it festive again. She has already spoken to the art teacher.

Rachel's Challenge (www.rachelschallenge.org)- Michelle Hammond-Goddard

- Pay it forward message. Presentation for the kids.
- Have a Rachel's club for Jr. High
- Michelle H-G will look further into
- Everyone please look at the website and get any questions together.

Fundraising Guideline for the Presenter - Hillary Heneghan

- Hillary would like to write something up and have posted on PTO website for interested parties to view.
- Would like to write up and present next month.

Concession Stand/PTO Booth at Intramurals - Maria Guzman

- Thinks it would be a good idea to have a PTO booth with more information at school events
- Maria will talk to Dr. Jordan about setting up a concession stand at the Basketball Intramurals.

Executive Session ends at 6:27pm

Public Session called to order at 6:38pm

Secretary's Report: Minutes have been approved

Treasurer's Report: Audit should be back by 10/31

Dining for Dollars

- 10/25 Sammie's Night from 5-8pm. 15% back to District with flyer. Can use your Booster Shots check.
- Looking into something for November and considering what to do for December.

Scrapbook Update

- We had our last event 9/24.
- 24 registrants. Profit of almost \$500

October Market Day

- October profit \$1723.67
- October raffle winners were Cathy Napoli and Angie Rodriguez.
- No no-shows in October!!!
- Would like to know if all dessert sales in November can go to Band Boosters?

Cookbook

- Over 360 recipes
- Pre Orders taking place. Due November 1. We will have a limited amount after the preorder which cost will go up to \$15.

Booster Shots

- 196 sold so far.
- Really need to start promoting.

School Updates

- **Palombi** – Volunteers of the Month ~ Julie Froehlich
 - This year's book fair sales were double than last year.
 - Mr. Mac will duck taped to the wall this Friday.
- **Thompson** - Volunteers of the Month ~ Susan Maina & Sandy Schneider
- **Hooper** - Volunteers of the Month ~ Parents: Carrie Smith & Pat Gipple, Staff: Melissa Branch
- **Pleviak** - Volunteers of the Month ~ Emily Roseman and Cathy Azzano
- **Martin** - Volunteers of the Month ~ Julie Froehlich, Shawn Frank, Meg Wiegold, Lisa Callaway, Jen Fritsch and Terri Hansen

Public Comments

- Band Boosters is selling World Finest chocolates.

Public Session Adjourned by Hilary at 7:07pm

Executive Session called to order at 7:10pm

Tables for November 19th

- Pleviak has about 40 tables. They will request any extra tables from Hooper.
- Market day will be okay with Palombi tables.

PTO Funding Community Events

- Idea's: Rachel's Challenge, CPR Training, Couponing workshop.
- Field Trip – Tricia's suggestion was to fund one field trip per grade level.
- Couponing workshop – Anita will try to contact Jill Cataldo
- Anything at the school level that we can sponsor?
- Anita suggested with the budget cuts coming, maybe we should table where to spend and see what happens.
- Michelle H-G will look into Rachel's Challenge.
- CPR Certified Training – Jen will ask Kathy Skinner to look into for our district.
- Anita will look into other bullying presentations and couponing
- Next meeting come with concrete ideas and information to support. Try to get the information to Hillary prior to the meeting.
- Hillary will look into get up and move event.

Open September items

- Holiday Expo is Kathy Shelly handling food? Kathy Shelly isn't available either. She is looking into getting some other parents to run concessions.

- Bounces R Us and food drive – they would be happy to sponsor. How about in February (leap year).
- Thinking of a \$5 GC to raffle for a volunteer at each school. Each time a person comes into school to volunteer they will complete an entry form. All in favor 8 for, 1 nay. Motion passed. Start November 1st.
 - Hillary will set it all up and communicate to VPs how it will be handled.
 - Will promote in PTO Press.
- Midland sales seemed to have picked up.

PTO Directory

- Haven't heard from Dana the guy that said he would print.
- Maria will look into another printer.

Cookbook Update - Anita Ryan

- VPs process all cookbook orders. Anita just needs to know how many to order.

First Aid Fundraiser

- Are we interested in pursuing this fundraiser? No, unanimous

Board Member Comments

Tricia: audit should be done by October 31. Going well. Taxes should be filed on time.

Need to look into Grande Jakes check for Dining for Dollars event.

Market Day Dessert Sale in November - Can Band Boosters and Virginia trip have all of the profits from the November holiday pie inserts? All in favor, unanimous

Jennifer Harder: spoke with Marilyn Shaver of Sodexo.

- She said that the walk in freezer and fridge is off limits. We can use any other parts of the kitchen.
- Please place any used items clean and in a designated area for the kitchen staff to clean and to leave the whole kitchen area clean when we are done.
- Please let our kitchen (Sodexo) staff know whenever we will be using the school kitchens.

Executive session adjourned by Hillary at 8:28pm

Respectfully submitted,

Maria Guzman
Secretary