



September 2015 Board Minutes

Board members present: Kim Ambrose, Jen Meiring, Dawn Scheck, Andy Mareska, Deb Rempert, Mary Anne Callahan, Becky Paulin, Dr. Jan Wright, Marsha Stierwalt, Deb Nielsen.

Board members absent: Nicholas Davis, Sue Minnec, Matt Jeffrey

Other parents/guardians: Melissa Dempsey, ECC Rep; Heather Kwitschau, Resale Chairperson

Meeting called to order: 6:32 p.m., Monday Sept. 14

President – K. Ambrose:

- General meeting ideas – possibly the LRC plan. Unveiling of the future plans? School board come talk about what’s going on in district that might interest them; Board liaison for our building possibly could attend
- BIC meetings – Sept. 19 is the first meeting – Kim will attend; and the last meeting (April 30) – Andy will attend that one; Mary Anne also will attend April 30th.
- STEM school communications – had a dilemma with PTO involvement stem families are getting our communications now so they can attend events.
- Dairy snack allergy – 4th grade and 1st grades are impacted. A letter went out from the nurse.
- How to handle booking rooms at the school for PTO events: Cindy in the office is handling room assignments (booking rooms for events). Go into the system (FS direct – Becky our Communications Chairperson will go into the system (FS Direct) and log the availability for the rooms into the system and then Cindy will approve it.
 - Reserving Rooms Policy outline: Dr. Wright shared we have a number of stakeholders vying for room reservations and so we have a process that in January of each year, the large events go onto the calendar (Fun Fair, etc.) then in March the AGS staff enter their reservations in the calendar (open houses, etc., where they need a room); In April the PTO and other AGS organizations (Scouts for example) can put their bookings on the calendar. Only after that do the other community organizations and groups get to put reservations on the calendar.
 - The board discussed that even if don’t have a Movie Night Coordinator in position, it’s important to put a placeholder for these events on the calendar in the early Spring so as to ensure the space is booked. Currently no Friday nights are open on the calendar; Saturday nights

are possible but we would need to compensate Peter the maintenance person as that's outside his time (for set up/clean up needs).

- During the September school board meeting the AGS PTO has Dr. Wright, Kim Ambrose, Debbie Rempert and Mrs. Ashby attending the meeting to discuss the LRC planning and to report on our upcoming events. This will be during a PTO Summary period at the start of the meeting starting at 7 p.m. Other PTO Board members are encouraged to attend if possible.
 - The District newsletter will feature a story about our deck project and the LRC project and fundraising effort.
- Watch Dog event – Andy attended the event and said there were many Dads who attended. The program enrollment only shows about 18% of our Dads have signed up so far and we are looking for more.
- Kim commented on the monthly BIC meeting and other meetings that are above the PTO Board committee. It is important for board members to attend/support at the events as you are able to make them (no one is expected to be at all of them), but to try to show up when possible. It's appreciated by the volunteers and help them feel supported.

2nd VP- J. Meiring:

- Gator Gallop – she is receiving sign ups and so far approximately \$1,460.00 of donation funds has been received for the event.
 - Display case is cleared out and we can display prizes there to promote the event. There are lots of pledge sheets coming in from AGS and she is also getting some ECC kids so far as well.
 - The teachers' notice requesting them to donate their prizes for the event is to come out shortly; Katie Sudler and Caroline Baty-Barr are going to send them – it hadn't gone out yet to teachers yet but was expected to go out shortly.
 - TKD Marital Arts – they would like to donate so Jen will contact them to see if they want to donate to the Gator Gallop – Jen will check with Nancy for Fun Fair and see if they are using TKD Martial Arts then and decide which event is best for their donation.
- Gator sign update (at the front of the school)– he's getting weathered already and his sign cannot be screwed into the Gator as it's causing holes/significant damage. They are going to put a band/strap around the sign and the Gator instead to hold the message signs and ensure he will last as long as possible.

1st VP – D. Scheck:

Special appropriations requests are due Oct. 1.

Secretary – D. Rempert:

Approval of August 2015 meeting minutes. Andy made a motion for approval and Jen seconded; minutes approved.

Communications – B. Paulin:

- A to Z Directory App has been updated; all emails went out telling people to verify their information and next week another e-mail reminder will go out for them to update their emails and verify the content.
- Website/PTO emails – Question was raised of whether getting rid of the PTO website would get rid of the PTO emails (it will not).
- Andy shared that he talked to Hoover Wood School about their App (HWSPTO). It can be located on the app store and anyone can download the app for free. Andy has the contact information for the person who developed the app. All of the app icons link to the PTO website, and Como.com is the website they have used to set theirs up. It was agreed that as a starting point our PTO needs to reach out to them and find out if their App will house all of their content and if a website is just behind the scenes holding the content but invisible behind the App. Becky will contact the como.com sales rep to get the conversation started.
- The AGS Resale team/event uses the website on all their signs and it's important for us to keep the website address linked appropriately so the address can continue to be on the signs as a call to action about the event.
 - At Hoover Wood, even the calendar they use ties into a link on their website with push notifications/reminders coming out from the app. Kim wants to be sure the Resale needs don't get lost in the shuffle when determining the App/Website future plan. If we can move to the App and we wouldn't need the A-Z Directory App anymore as this new App would serve that same purpose and more.
- Yearbook – Becky has a committee formed but she is having trouble with HR Imaging returning her calls/contacting her back. She will try to find out who our rep was who coordinated our Picture Day as this may be a way to get answers. Possibly they can help us get service from this yearbook person since they are not contacting us back.
 - Becky wondering about the number of emails going out – is it too many when combined with what Caroline sends out; should they be combined? It was agreed to keep them short and as frequent as needed - when emails get long fewer people read them.

Treasurer – A. Mareska:

- The Budget document that compares budgeted amount to current expenditures was shared on Google Docs with Kim – Andy will send a link out for everyone on the PTO Board to be aware of current standings.
- Pie in the Face event in downtown Batavia netted \$95 for AGS– Board agreed that the money should go toward Mr. Park's Field Day fund.
- The highlighting on the document indicates overages. At the end of last school year it was agreed that AGS PTO would cover a portion of a Mimeo Board display (the invoice came to Andy in the middle of summer). We have a pending invoice, owing the school district for this amount (\$8,264). As a PTO we have committed \$40,000 to the LRC remodeling project and now

with this invoice we are negative. Andy needs yet to pay the \$19,036.82 due to Interiors For Business, which we have funds to cover.

- Our goal is a Net Zero budget – that every dime we make, we expect to spend. We need to over-earn on all of our events in order to cover this Mimeo Display invoice amount due.
- We don't have the funds in the bank to cover this bill at this time. We will delay payment in order to earn more money and cover this purchase (fundraising surplus will be directed here first).
- Board discussed that in the future, if we are committed to a purchase order, we need to know before the invoice comes (to avoid such future issues).
- AGS Clothing sale funds raised– Andy expects to have the final amount shortly. Board discussion: can we cut anything and apply the dollars to the Mimeo invoice?
 - Special appropriations – We will hold off offering the special appropriations as of right now and apply \$1,500 to the Mimeo (school district) invoice. If there are any needs, teachers could seek out other grants available for this purpose (typically there isn't need for Special Appropriations monies at this point).
- If we maintain a minimum of \$2,000 bank, we are probably \$4,000 below where we should be; can we cut anywhere? Technology Support Apps (\$100) will also be cut and applied to the Mimeo invoice.
- Board agreed PTO must increase the number of Dine Arouns – and increase promote (put the featured restaurant name on the sign for the Gator to hold at the front of the school). Pal Joeys; Chick Fil et (in Oct.); Open Range, McDonalds, others – Get 15% or more at each of them – trying to engage as many companies in Batavia as possible (Mary Anne will contact Adriana to get this initiated).
- Board agreed that Gus Gift Cards Shop, Dine Arouns, Fun Fair, Gator Gallop and Fall Clothing Sale events are the big fundraising opportunities – we need to increase them as possible.

Ways and Means - M. Callahan:

- **Resale (Heather Kwitschau)**

Total Sales: \$11,542.25

Paying out to sellers: \$7,365.23

Remaining to the school: \$4,175.02

Average Sales: \$126

Top Seller: \$1,135

Final Stats	Fall 2015	Spring 2015	Fall 2014 (~)	Spring 2014 (~)
Registered	91	88	93	93
Entering	77	72	80	80
Items	17,457	14,046	15,300	15,300
Total	\$47,853	\$39,306	\$45,000	\$45,000
Sold	\$11,536.45	\$10,493.74	\$14,336.62	
\$ to School	\$4,175.02	\$3,510.72	\$5,345.55	
% to School	36%	33%	37%	

- **Dine Around (Adriana Plocinski)**
 - Pal Joeys: \$2,300 in sales, our 15% is about \$342. He always rounds up for us, and is cutting a check for \$400
 - Chick-fil-A: event date will be 10/8 (confirmed)
 - Will work with Adriana to get more Dine Arouns scheduled each month to spread them out to give families chances to fit them into their busy schedules.
 - Try to get Houston Street businesses (Bulldog Hotdogs/North Island, The Range, McDonalds, Aliano's, El Sazon, etc) to get involved to push that businesses are still open during construction!
 - Continue planning bigger ones like Pal Joey's with entertainment/games/etc
- **Schwans (Amanda Davis)**
 - We have "campaign" set-up, our organization will receive the first payout check 30 day after the campaign period has ended. Funds raised during the 90 day extended time period will be approved for payment quarterly the 15th of the following month. (4/15, 7/15, 10/15 and 1/15) and sent by check to your beneficiary. Working on flyers and emails to be sent out.
 - Will work with Amanda to look into ecards for the 40% and get the promotions started – emails & flyers
- **Book Fair update (Tami Wilson)**
 - Tami and Mrs. Ashby are getting together soon to decide on vendor. We are shooting for the Dec 2nd date.
- **Fun Fair (Nancy Kerr)**
 - Last open positions filled, first big planning meeting set for October 14th
- **Gus gift card (Heather Kwitschau and Beth Nystrom)**

- Nata-leigh Preas is stepping down, Heather Kwitschau and Beth Nystrom are replacing her. Will have them “trained” in the next month or two. New form will go out in October.
- *Need to make sure new forms are ready to release for October and start promoting!*
- **Trivia Night (Nata-leigh Preas)**
 - Moose has confirmed 11/21
- **Five Below (Renee Culbertson)**
 - Huge check came for \$10! I think it’s due to the timing before and after the first day of school. We can still do another one closer to Christmas to try for a better turnout.
 - *Plan to set up another Discount Day closer to Christmas*
- **Movie Night**
 - # of people interested in the event, however there are no Fridays available. We can do Saturdays, Nov 14th and Apr 23rd if the PTO will pay Pete to be in the building on those two days.
 - *All agreed to spend the money to pay Pete to be on the premises and move movie night to Saturdays in November and April. I will get team together and get moving on this and talk to Pete.*
- **Volunteer status** – all openings are filled except fundraiser chair for Trivia night and finalized Movie night – depending on status
- **Fundraiser Tip of the Week**
 - I will create a list of these for Becky to post regularly through Website, emails, twitter and FB, to better promote: Meijer, Target, Fundinco, Box Tops, LFE, Gator Gift cards, etc
- **ECC Curriculum Night**
 - I will provide a list of the Fundraisers for the EC parents as well as make sure there are Gus Gift Card forms available

Classroom Support - S. Minnec – absent, so as reported by Kim:

- Ice Cream Social – lots of families came had lots of help; ordered way too many chocolates; need to order less of that and more of the others; Possibly order ice cream next year from Schwan’s? Novelties? Not sure if they would give us a deal on a bulk purchase – will look into that
- All head room parents are secured. Need 3 art room parents Mrs. Ricceli, Mrs. Woodruff and Mrs. Harmon;

- First day coffee – leftovers went to teachers; day was successful. Martina Auer winner – she donated the gift card she won back to the PTO
- Picture Day – next year only need the first session (volunteers weren't needed for the second session); Lunch in classroom went smoothly;
- PBIS event sign up genius came out today
- Halloween Parade 2:30, parties will be from 2:45-3:15 on Friday Oct. 30; can do arts and crafts and games during that time.

Teacher Representatives – D. Nielsen, M. Stierwalt:

Nothing to report

Principal – J. Wright

- Courtyard project still in progress.
- LRC project – school board presentation will have a slide show that will run with before and after pictures like showed in curriculum night;
Discuss how the PTO used fundraising monies for this and the role Interiors for Business played in the development, also BPS 101's Pat Brown and his crew and how hard they worked all summer (from school's out to starting, they were working hard to get the final touches made). We saved a lot of money by having them do that labor.

ECC Report - Melissa Dempsey-

- They are looking for a Curriculum Night Volunteer to run the table (Sue Minnec or Mary Anne Callahan will be there to help cover this need)
- Melissa reported they want to help promote the fundraising going on for the PTO and they are sending a note home every 2 weeks listing the upcoming events (Gator Gallop, Box Tops, Resale, etc.). They are also putting a notice on their website for information.
- A handful of ECC kids have signed up for Gator Gallop event and Melissa is promoting that the teachers will be there. For the ECC students that go to the Gator Gallop, Deb indicated she and another teacher will sponsor \$1 per student for those who sign up.
- They are considering a raffle prize for the Early Childhood kids, and teachers may donate something like other teachers do (so the ECC kids know it's only for theirs – possibly something unique to the ECC like play time in the park with Deb).
- Deb reported they have also started a Facebook page for Early Childhood.

Round Table Discussion

- Jen Meiring had an idea: General Board meeting is Sept. 28 at 7:30 p.m. – Mary Anne will ask her husband, Ald. Marty Callahan if he can come to the General board meeting and present on the Prairie State Power Plant plan and what the meeting will be about at the City Council which is the same evening.

Meeting was adjourned at 8:22 pm.

