



February 8, 2016 Board Minutes

Board members present: Kim Ambrose, Dawn Scheck, Andy Mareska, Deb Rempert, Mary Anne Callahan, Becky Paulin, Sue Minnec, Jan Wright, Nicholas Davis, Deb Nielsen

Board members absent: Jen Meiring, Matt Jeffrey, Marsha Stierwalt

Guests: Melissa Dempsey, EC Representative, Sarah Gorr, Movie Night Chairperson

Called to order at 6:31 p.m.

Secretary – D. Rempert:

- Motion made by Nick and seconded by Andy to approve the December 2015 and January 2016 meeting minutes. Approved by all.
- Kim asked Debbie to refresh the group on the expectation of Board Members reviewing minutes each month. The role of each board member reviewer is to ensure the information contained in the minutes is accurate but also to follow up for loose ends to be completed. Each member is to take note if there is an action item that needs to be addressed or resolved by the next board meeting and each member is expected to refer to the item at the next meeting to update the group.

Treasurer – A. Mareska:

- Movie night netted \$355 and the event went well from an attendance and management perspective.
- Fun Fair – Andy reported that we adjusted to allow the advancement of dollars to spend on items for the Fun Fair in an amount equal to the cash deposits they have raised to date (\$1,250). The volunteers cannot be fairly expected to front such a large sum on their own for reimbursement later, so an adjustment was made.
- PTO Budget report– we are approximately \$11,000-\$12,000 under where we want to be. We hope to raise \$8,000 from Fun Fair and remaining difference from upcoming Dine Arounds. It was noted that we haven't received any monies from Fall pictures yet. Dr. Wright will ask Caroline to call the company about the status of the money we are due.
- Target for Education – We haven't received any monies from this program yet from the past year. Question was raised of what time of year do they typically pay out? Mary Anne will check on that and report back.
- Expenses – In general if we raise full funds from the Fun Fair we will net out appropriately. We still need to get paperwork from Scholastic from the Book Fair recording the \$4,500 that we paid them for books based on what we made. We need the documentation from them so we can account for it properly in the Treasurer's Report.

- Diane Cronin noted to Andy that there is a separate account for Spirit Wear for EC (Bitty Bulldogs). Andy and the PTO Board are wondering why is there a separate account that's outside of the PTO which is the fundraising entity for EC and AGS both. This separate fund was established before EC was part of the PTO, Deb Nielsen explained. Dr. Wright will look into this – the PTO Board members agreed it doesn't make sense to keep it separate. There is approximately \$780 in the account. Dr. Wright reiterated that any fundraising that occurs for the school and EC is through the PTO and the PTO gives the money to the various groups. Dr. Wright will follow up next month on this outcome.

Communications – B. Paulin:

- Status on the App: as of this morning 106 downloads (Becky is seeing a steady increase daily). There will be a new poster placed around the school at near doors so parents can see. They will also finalize and send out a flier in the backpacks promoting the app.
- Nick and Marsha emailed all teachers and asked that they promote the new app in their teacher newsletters.
- Becky had an idea to run a contest tied to Fun Fair. At the ticket booth, as people check in, they will ask people to show them the app. If they have the app downloaded they will get a free raffle ticket.
- Yearbook status – all is going well. There are 41 Fifth Grade baby pictures but we need 75. The teachers will be asked to reach out through their newsletters to 5th grade parents.
- App and A-Z – we must continue with A-Z Directory as our database of family information (it is secure). Payment is due to them in October. The question was raised if is there a technical person within the school district who can set up a database for us (linked to PowerSchool) – this would save us \$730 per year if we can have another way to serve this database need without relying on A-Z.
- Gazette – Erika Mochal feels we no longer need it and that it's obsolete. She will do a survey of parents asking if they are reading the Gazette. Question: is there functionality in the app that can replace this? We also still have A Look Ahead. Board agreed a survey is a good idea to proceed with. Erika can let Dr. Wright if she needs help crafting the survey (Becky will communicate that to Erica). The last question of the survey should be, 'Did you download the PTO App?'

Classroom Support – S. Minnec:

- A chiropractor will come in for free chair massages for teachers that can be done during school (for the week following Valentine's Day). Sue will set up times for the teachers to sign up for the massages.
- Teacher Appreciation Week – is the first week in May. The theme idea Sue is developing is AGS Super Stars (all our teachers are stars). We will again do breakfast and luncheon for them, have the students wear the teacher's favorite color on shirts, write notes 'My Teacher's a Star Because' using a template that Sue found. She may set up a popcorn bar with drinks midweek (different flavored popcorns in the

Teacher's Room). Another idea is having a Walk of Stars around the school – each teacher with a star like the Hollywood Walk of Fame. Sue may do a survey of the teachers to see what they would like for a gift. Another idea she may be to have each teacher provide a classroom supply wish list instead of each child bringing in a flower for the teachers. Sue will reach out to the teachers and get their ideas of what they like.

Ways and Means – M. Callahan:

- Movie Night – Sarah Gorr attended the meeting to discuss the event and future needs. The equipment been using has belonged to Jim Mertes – it is not the school's. It is important for us to have our own equipment going forward (as his family is moving out of the school next year). Sarah will get a list of equipment needs recommended by Jim and then it will be compared to what we have in the school already (projector, screen, laptop, etc.).
- Movie Nights are to be placed onto the facilities calendar right away so they are secured. The question of Saturday night versus Friday Night arose– if we go to Friday Sarah needs a committed partner to work with her that night as she has her husband helping her on Saturday night.
- This past Saturday was 78 tickets were sold. Mary Anne will evaluate the budget/expenditures perspective and let Sarah know which date is better from a fundraising/cleared profit perspective (Friday or Saturday). In April they can pick the dates to book for movie nights; Dr. Wright offered to find out how much Peter our maintenance worker is charging; Maryanne and Sarah will work out dates together.
- April 22, 2016 is the next Movie Night date.
- We renewed the movie license and it is good until October. The first Movie Night of the next school year will be in September. This has to be reviewed against Gator Gallup which also is in September next year.
- Fun Fair – Ashley has raised \$1,985 in cash donations from families and companies; 69 donors so far; Peter will dress up as the Orca Whale and he will hand out leis early in the evening.
- Dine Arounds – Adriana (who is leaving the role of coordinator) is setting up an event at Potbellies in April. She is trying to arrange something for Feb. 25 (location not known – she is waiting to hear back from several people). She heard from Chipotle and can't get anything before June (so we may do that Dine Around in August). Mary Anne will take it over the Dine Around Coordinator role in the meantime until someone else steps up – looking for a volunteer for this role and need to get the word out. In the meantime the following have been contacted and we are awaiting confirmation: Crosstown Pub, Charlie Fox's, Jimmy Johns, and California Pizza Kitchen. For any that Adriana lines up, Mary Anne will take over the management and promotion from there.
- Kim reminded Mary Anne that we are not going forward with McDonald's (decided as a Board not to do that). It was shared that Adriana recently went into a location

where a Fun Fair representative had already gone in so it was awkward having more than one person from AGS approaching the business. It was recommended that as a board next year, it would be best to have a point person who is just responsible for restaurants and identify them for Dine Arouds or Fun Fair certificates (so not crossed efforts).

- Flower Sale – We have a coordinator, but she needs background information to get started. There may be signs and details in the PTO closet. It was confirmed by checking past minutes that typical timing has orders needing to be in by March with a final order going to the company in early April.
- Box Tops - 5W is the winner. More than 5,000 box tops were collected (we can expect a check for \$500);
- Communication reminder – Kim emphasized the need, as a Board, to communicate with each other and those not in attendance at Board meetings (subcommittees, etc.)

EC Rep – M. Dempsey:

- EC re-launched EC Watch Dogs – first Watch Dogs were Austin Dempsey and Shawn Sullivan. Week of the young child a National organization week NEAYC– April 10-16 (for all young children through grade 3) – more details to come
- D. Nielsen: Preschool for the community will be free next year. There will be a lottery held that will give people a number for placement.

Teachers – N. Davis:

- The 4th grade classes will be recognized at the March 8th School Board Meeting for volunteering at the Northern Illinois Food Bank and another community outreach effort they made earlier in the school year. Students will be invited to attend with teachers.

Principal - J. Wright:

- Jan updated the board that Bob Vaughn, the Director of the Dunham Fund shared with her that as of Monday Feb. 1, they had received 27 application packets for grants. We will learn the second week of March if we have been awarded the grant for our LRC project.
- Room reservations reminder– It is important to have all large events booked onto the calendar by 2/29/16. Gator Gallup date has already been secured on the calendar (Sept. 30 is the date). Mary Anne is to reach out to her committees and then let Becky know (so Becky can work with the office to get the dates onto the facilities calendar.)
- Donation application reminder– The Batavia Mothers Club has a philanthropic donation application deadline of March 15. The Board could submit an application to that group for the LRC as well. Possibly this would work for the LRC Sound System improvements that Mrs. Ashby and Dr. Wright have talked about installing. Mrs. Ashby is getting estimates on that and will put in a Batavia Foundation Grant for that. Dr. Wright will let her know about the Batavia Mother's Club opportunity as well.

President – K. Ambrose:

- Board candidate status update: only the Secretary doesn't have a candidate yet. Fatiana Stoubagh as President; Melissa Dempsey is the candidate for First Vice President, and Kevin Preas as Second Vice President.
- All Board members need to talk to their committee chairs to see who is in and who is moving out of their roles in the next school year.
- Next BIC meeting is March 12 and Sue and Becky will be attending.

Meeting adjourned at 7:48 p.m.