



## March 14, 2016 Board Minutes

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

Board members absent: Matt Jeffrey, Nicholas Davis, Deb Nielsen

Guests: Melissa Dempsey, EC Representative; Nancy Kerr; Britanni Hall; Perry Devaney; Heather Kwitschau; Somya Bergman; Fantiana Stobaugh, Kevin Preas.

Meeting called to order at 6:30 pm.

**President** – K. Ambrose:

- Presentation of AGS PTO Board nominees for next year – Somya Bergman presented the following nominations: Fatiana Stobaugh as President; Kevin Preas as Second VP; Melissa Dempsey as First VP; Perry Devaney as Secretary.
  - Britanni Hall – is interested in being EC Liaison to replace Melissa’s post when she vacates.
  - Nominations will be closed at end of the meeting today.
- PTO Closet/Communication – When taking things from the PTO closet (cups, popcorn, etc.,) whichever event comes first has first dibbs on the closet contents. So if Movie Night is ahead of the Fun Fair for example – they can use the materials but then have to replenish what they use. If there are any questions, all should see the President or the Event Chairperson. To minimize confusion, the event that is following should wait for the earlier event to be completed before seeking supplies. It’s important to communicate with each other and the chair people to know what’s going on.
- French Club - Kim was approached by an AGS mother, Jessica Wild, who asked about having a French Club at the school. If the PTO sponsors the club, there would not be a rental charge, according to the school district policy. The cost would be \$160 per child for 12 week program which includes a workbook and CD. It is a group out of Schaumburg that would run the program. Kim told Jessica that she needs to come to the Board meeting to present the idea. If the program is approved, Jessica may be the coordinator.

Initial thoughts from the Board: if there’s interest and people want to pay for it why not? The general consensus is that the Board would like to have a presentation made so questions can be asked and a decision reached.

**Secretary** – D. Rempert:

- Motion made by Debbie to approve the February 2016 Board meeting minutes and seconded by Andy. Approved by all.
- Debbie updated the Board that the current bylaws have been added to the website and the Financial Reports are being updated. Debbie also noted that the Board Nominees must be posted on the website and Becky will take care of it following tonight's meeting.
- Debbie created a proposed schedule of future Board meeting dates for 2016-2017 for the new Board members to consider and adjust as they deem appropriate (Board meetings are typically the second Monday of each Month; General Meetings take place in Sept. and April):
  - August 8, 2016 (Board Meeting)
  - Sept. 12, 2016 (Board Meeting)
  - Sept. 26 (PTO General Meeting)
  - Oct. 17 – Date one week later due to Columbus Day
  - Nov. 14
  - Dec. 12
  - Jan. 9, 2017
  - Feb. 13
  - March 13
  - April 10 (Board Meeting)
  - April 24 (General Meeting)

**Treasurer – A. Mareska:**

- Gus' Gift Card Shoppe continues to draw funds expected more \$\$ coming in – Assemblies has a good balance; field trips – e have more coming up so will use of these monies; room parents for end of the year party reimbursements will begin coming in toward the end of the year.
- ECC – The deadline for spending monies in this area is April 30, 2016.
- Target money –As of February we have accumulated approximately \$300; this program is ending after this year so we won't be able to benefit from this in the future.
- Scholastic Book Sale– Mary Anne is communicating with Scholastic to ensure the accuracy of the cash value we will take out of the Book Sale line item and apply toward the LRC as was agreed in an earlier Board meeting. (This is the amount of value in Scholastic Dollars). Mary Anne to report back with that amount.
- Box Tops - we are still awaiting a check for this (Box Tops were due to be turned in by March 1 so the check is to come shortly).
- Introduction of a new budget category – Andy suggested we create a new category for exceptional or special expenses (LRC major project work would be an example of this). Big initiatives that have line items that require PTO Board discussion and supporting documentation will give more visibility and better accountability via a paper trail and

communication clarity to ensure accuracy. Andy will create a proposal of how to structure this – formalize the notion any expenditures of this scale/nature. Possibly this should be added to the bylaws.

**First VP – J. Meiring:**

- The Cougar’s game for fun event – Jen is looking at June to hold the event (the Reading Club event is in April, and Scouts event is in August) so this will not conflict. Jen recommended one of the discount days so she will get details and make a recommendation.

**Second VP – D. Scheck:**

- Update on ECC Support Funds from the other schools – Dawn confirmed that JB Nelson, Grace McWayne, and Louise White School PTOs will contribute on an annual basis. HC Storm is not going to donate and the President of Hoover Wood PTO confirmed they will not be giving funds to support ECC.

**Communications – B. Paulin:**

- The app downloading is going well and the ticket promotion at the Fun Fair got us 40-50 additional downloads (we are at 180 downloads so far). Out of 300 or so families in AGS population, this is a strong showing of support.
- Yearbook development is going well – need orchestra pictures. A question was raised about whether it is a problem to show kids (at school event) on Facebook. Should they be featured on FB? How are other schools doing it? We will put a posting up at events indicating that photography is being taken so any concerned parents or guardians are aware. Names will not be included in the pictures.
- A-Z contract and Cady Kids contract signed for next year.
- Erika’s survey about the Gazette’s usefulness is being worked on – she will send out to the whole school. It was suggested to slip the link to the survey in as a feature within the Gazette itself. Group agreed it will be a very telling response rate.
- PTO Website – it will be used to house documents such as bylaws, minutes, agendas, forms and the location for where nominees need to be posted. It was suggested to add another icon that better directs people to this area so it’s obvious from the app. Question was raised about trying to build the site pages on Google Web instead to save costs. Becky will look into the google web idea and will make a recommendation if this should be done.

**Classroom Support –S. Minnec:**

Sue and Becky attended the BIC (Batavia Interschool Council) Meeting on 3/12/16

- Senate Bill 100 was signed into law this week and makes changes to the expulsion policy. The main thing is they want to keep the kids in school and stop the zero-

tolerance approach. This isn't a big change for Batavia as they were headed that direction anyways.

- Discussed the attendance letters that went into effect this year. There are 3 tiers to the letters. Missing 3-5 days is tier 1. 6-9 tier 2. 10+ tier 3. They're trying to understand the root cause of why kids are missing school. Have found that kids who are chronically absent as early as Kindergarten continue to be absent throughout their schooling career. Have found that mental health is a huge reason kids are missing school and are trying to work with families through that. If we want more info, Brad Newkirk from school board will happily come and talk to the PTO about the changes.
- The principal from RMS (Bryan Zwemke) was there to discuss the transition from 5th grade to middle school. The week of April 18th, the 5th grades will travel to RMS to discuss the transition. April 25th is Step Up Night for 5th graders and families to get acclimated to RMS. This is an open house to see the classrooms, use the lockers, etc. A similar thing will happen with the transition from RMS to BHS.

#### PTO Reports

- HC Storm: They have an after school enrichment program (once per month?) Where kids work on something: yoga class, cooking class, martial arts, a dance. Outside merchants have volunteered their time. It is very popular. They had a successful trivia night at the Moose Lodge. They didn't have a fun fair as no one stepped up to lead. They considered Funway, but it was pricey. They had a Halloween Monster Mash with a student DJ, charging \$10 at door. They made money on concessions and selling fun items like glow sticks. Photo booth. They had a successful 4th/5th grade Movie Night (that was a drop off event).
- Louise White School: They are having a transition year with new members. Just working on new ideas and raising money. They bought a new sound system for their school. They had a McTeacher Night that raised \$250 in tips. Their Spring Resale is April 9. They are also doing a dance.
- Grace McWayne: They had a fun fair. They usually have Kohls Care for Kids donate. The corporation gives \$500 and volunteers...they were not available this year. Their McTeacher night was fun and successful. They also had an adult night at Old Towne Pub. \$20/ticket and cash bar. All of their fundraising is going toward a pavilion that's costing \$21,000 to construct. They had a Buffalo Wild Wings Dine Around.
- Hoover Wood School: They had a Trivia Night at Riverside Banquets. Made 10,000, walked away with \$6800. An idea they shared: They raised the price of every drink by \$1, and that \$1 went back to the PTO. We should see if the Moose Lodge is willing to do this for our Trivia Night. Their Fun Fair was held at Funway – it made \$3000, but the PTO walked away with \$400. It was an easy and fun event and the kids loved it. Funway did not cut them a break on anything. It was still open to the public. How they made money: For every Funway card purchased, \$1 went to PTO. They had raffles and the Party room had a cakewalk. PTO PAID FOR ROLLER SKATING (and this took much of their fundraising dollars).

- Next BIC Meeting: April 30, 2016

Other updates -

- BIC meeting- Batavia interschool council meetings – They ask PTO board members to go to at least 1 meeting per year, take notes, make a report to the BIC and then report back to their own PTO board.
- New Idea by Sue: Zanies Comedy Club Fundraiser– possibly for next year. This would be a parent’s night out. Zanies will allow you to determine the price of your ticket (PTO will get all if the ticket price). There is a 2 drink minimum (which goes to Zanies). We could do a 50-50 raffle, and possibly host it on a Thursday night (it would be private for us) or Friday night (chance would have others in there). Zanies reserves 100 tickets for us to sell. We will try to do it yet this year and Board agreed on May 5 for Cinco de Mayo. Sue will check into this and also trying to get an overnight accommodation deal for selling. Doors would open at 7:00 with an 8 p.m. show time. Thought is to charge \$15 per ticket and send a form home for people to order their tickets/pay through the office.
- Teacher appreciation week – Sue is meeting next week with head room parents to formalize the plan.
  - Will do morning breakfast to start the week, chair massages (1 day); wear favorite colors; do the popcorn bar with Kernel Season’s setting up a bar with all the seasonings (they will come out to promote their seasonings). The coordinator will pop the popcorn, do all set up and take it all down. They will also give seasoning packets with shakers for teachers.
  - Instead of flowers for the teachers, Sue worked with the teachers on a Supplies for the Classroom idea - any supplies teachers are missing, the kids can provide (Sue has a list from teachers).
  - Lunch will be on Thursday (so leftovers can be used on Friday – will cover 2 days this way).
  - Still working on individual smaller gifts to give them.

**Ways and Means – M. Callahan:**

Nancy Kerr (Guest – Fun Fair Report):

- Amount raised was \$9,158; she has reserved the dates for next year already in the facility calendar.

2016 Hawaiian Surfin’ Luau Fun Fair Summary:

- Friday, March 4<sup>th</sup>, 2016. PTO set date the spring before and reserved school, MPR and LRC.
- March 3<sup>rd</sup> was ½ day and kindergarten round up and parent teacher conferences. Provided kindergarten flyer for incoming K families folder – Diane Cronin in Jan. Fun Fair 2017 already penciled in for Friday off school March 3<sup>rd</sup>, 2017 on AGS building calendar.

- Theme was based off of the amount of Hawaiian decorations in PTO closet. Recycling “Surfin’ Safari 2007”. Fun Fair theme was agreed upon by PTO board spring 2015 when Nancy agreed to do 1 last FF 2016.
- All Fun Fair Subcommittee chair positions were filled at the PTO breakfast and the ice cream social events (although 2 people quit). Planning began with a kick off meeting in Oct. Individual team work in November and meeting in Dec. to get things ready to roll out. Poster contest and classroom basket donation letters were copied in Dec. to go out first week back from winter break in Jan. 1 more meeting in Jan to solidify plans. Then basket wrapping meeting in Feb.. Decorations had separate meetings on Fridays in Jan.

Fun Fair Team: **Highlighted** denotes 1<sup>st</sup> time in chair subcommittee position.

<b>Fun Fair Chair</b>	Nancy Kerr
<b>Games &amp; Prizes Chair</b>	Katie Carter
<b>Games Team</b>	<b>Tabitha Mednansky</b>
<b>Raffles Chair</b>	Ashley Murtaugh
<b>Classroom Baskets Chair</b>	<b>Rebecca Vohland – Quit</b>
<b>Food Chair</b>	<b>Rebecca Stiner</b>
<b>Food Team</b>	Renee Culbertson
<b>Food Team</b>	Tony Herbert
<b>Volunteer Chair</b>	Nata-Leigh Preas
<b>Publicity Chair</b>	<b>Ed Izenstark – Quit</b>
<b>Publicity Team</b>	Becky Paulin
<b>Publicity Team</b>	Mary Anne Callahan
<b>Ticket Sales</b>	Lisa Herron
<b>Ticket Sales</b>	Katie Roche
<b>Decorations Chair</b>	Nancy Kerr
<b>Decorations Team</b>	Laura Milhousen
<b>Goody Bag Chair</b>	Somya Bergman
<b>Goody Bag Team</b>	<b>Sarah Urban – Quit</b>
<b>50/50 Chairs</b>	Marcie Mefford and Margaret Perreault

Stats:

- Admission: total: 568. EC 72, General 496
- Ticket Presales: \$3883.50 : 848 raffles (\$1,696) + 1,274 Food (\$637) + 148 wristbands total: 24 EC wristbands (\$120). 139 wristbands at \$10 = \$1390
- 4 families used the family \$30 cap. 4 free wristbands to Gator Gallop winners. 4 replacement wristbands were issued the night of.

- Donations/Raffles: 83 donors. 80 baskets/raffle items. \$2115 in \$\$ donations. (\$1165 from AGS families, \$950 from Batavia businesses) Spent \$1315 on supplementary items. \$106 on postage for raffle solicitation letter.
- 2307 tickets. \$4614 (-\$80 APP \$) + \$750 from donors not spent. \$5329.13
- Food: 4422 tickets sold, \$2211 - food expense: \$981
- Square: \$539.07
- Expense = \$5882.95
- Income = \$15041.20
- Net = \$9158.25

Fun Fair: Set up began at 1 PM on Thursday 3/3/16.

Set up until 8:30 PM.

All returned Friday at 9 AM for The Fun Ones games deliver and food delivery from Rebecca at Sam's.

All set up complete by Friday at 12 noon. Everyone came back at 3 PM.

- Suggestions for next year: Jacqueline Loftis interested in being Chairperson. Nancy met with Brittani Hall on Friday 3/10/16, and she considering leading classroom baskets.

**Ways and Means** - continued (M. Callahan):

- Chair people are needed to lead the following events - Resale, Gator Gallup, and Dine Arouns. Mary Anne will start a major communications effort on this need. Sarah Gorr – needs a co-chairperson for Movie Night. Nata-Leigh Preas will be Chairperson for the Trivia Night event but she needs a chairperson for raffles.
- Schwan's Program– has raised \$180 so far for the PTO.
- Andy proposed an idea to build a greater sense of community (for increasing parent volunteers). A social event (possibly at the Moose Lodge) would be a "welcome to your school" type of event (not a hard push) but a way to try to link/introduce people together (to engage and communicate – not to sell people on volunteering). The idea is based on something the Boy Scouts group is doing.
- Movie Night - all set for Saturday night – Jim will keep his equipment here April 23 will be the date (Saturday).
- Flower Sale- order forms are out to families and Shauna Peterson is coordinating. Orders due March 23
- Next Dine Around – Jimmy John's (this is for pick up only not delivery). Mary Anne will find out if the Dine Around notices can go up on the BPS 101 District web site and the City of Batavia web site.
- Jimmy John's restaurant employees arrived on Friday – they were handing out sample sandwiches to those in the school setting up for Fun Fair. The next event will be at Pot Bellies on April 21. In May we will push the new Zanies event (so there will be no Dine Around that date).
- Future event dates for next year: Gator Gallup will be on Sept. 30<sup>th</sup>; Fun Fair March 3, 2017; Resale September 8 or Sept. 10 (still being confirmed so it doesn't compete with other similar resale events.).

- Labels for Education program– this is still ongoing and Mary Anne will get Visa cards at the end of the year for our balance we earned (Visa cards which can be used for anything). This is a program that is going away (they have been decreasing the brands that are included).
- Spot My Tots by Anne Marie Snavely – (bottle cap tags) – is a possible new fundraiser. She approached Mary Anne about starting to sell at AGS and Mary Anne told her she needs to approach the Board with a proposal.
- Mary Anne voiced concern about the multiple donations solicitation that businesses receive from our school as well as other groups approaching them. An idea suggested was to send a letter to the larger companies listing next year’s fundraisers with the time periods, to give them an idea that people will be approaching them. The thought in the past was to have one person as the PTO community liaison who coordinates/facilitates the outreach. It was suggested to make it a Chairperson position to fill for the Gator Gallup, Fun Fair and Trivia Night and the other smaller events. This person would keep updated the master Google Doc of organizations and solicitations.
- McDonald’s Night – Mary Anne will ask for details on this, then ask Teachers if they are interested in volunteering for this.
- Duct Tape the principal to the wall (but would be Mr. S)– sell \$1 per strip of duct tape; Sue M. will ask him if he’s up for it.
- Amazon Smile – The PTO will get a direct deposit for \$32 for the funds raised from this program.

**ECC Rep** – M. Dempsey:

- They had the highest number of ECC students ever attending the Fun Fair
- Upcoming event (the week of April 10) will be Week of the Young Child

**Teachers** – M. Stierwalt: No report

**Principal’s Report** - Dr. Wright:

- Our LRC grant request was approved - We will get \$50,000 from the Dunham Foundation
- Next week Dr. Wright will meet with Tamra Ashby to identify the next phase of LRC construction. Plans are that they will enclose the other “classroom” areas with sliding doors; add new furniture in each of those two rooms and add new tables and chairs for the main section and additional comfy furniture. The goal is to start design and furniture installation over the course of the next few months.
- The PTO Board must create a new fundraising goal for the future.



- Spirit Wear AGS/Bitty Bulldogs – Dr. Wright confirmed that the EC fundraising effort must come through the PTO not work as a separate entity. Starting next year any spirit wear clothing or items sold for EC students will flow through the AGS PTO.

**Round Table Discussion:** No topics discussed

Next PTO Board meeting is on April 11 at 6:30 p.m.

Meeting was adjourned 8:49 pm