



**PTO Executive Committee Virtual Board Meeting
May 5, 2021**

Attendees: Beth Carmody (Principal), Sara Dahlstrom (President), Nissa Cox (Vice President), Sandra Carlson (Treasurer), Brenda Miller (Assistant Treasurer), Annie Cudney (Communications), Amy Kay (Communications), Nicole Roberts (Secretary)

Approval of 4/7/21 Meeting Minutes

Minutes emailed. Annie Motions. Brenda Seconds. All in Favor. So moved.

***4/7/21 Minutes saved to Drive. Nicole will send 5/5/21 minutes by 5/12/21.**

Yearbook Update – Nicole Roberts

Design complete. Will order five extras, plus one for archive (in budget because yearbooks came in under \$26). Signing day at school in June. Committee will label, divide according to teacher/class, and deliver to school.

Principal’s Report – Beth Carmody

Lunch running smoothly. Parent helpers amazing. Some older kids may prefer eating inside. Masks will remain outdoors so children can play more normally in their pod. Planning for next year underway. New families encouraged to register. Testing underway. Children enjoying landscaping activity. Pioneer activities and Fourth Grade Farewell all set.

Treasurer’s Report – Sandra Carlson & Brenda Miller

Spending increased. Running smoothly. Looking good for Mayfest raffle. Paypal button up for 4th Grade Farewell. Permission slip for farewell and outdoor ed being distributed by school. Send outstanding expenses to Sandy. For Mayfest, \$3,000 in cash donations already raised (over twice last year’s amount). Great ticket sales expected. Could not find fee-less billing platform. Upcoming treasurer meeting. Bills for aquarium and water coming to PTO through Liz.

Vice President’s Report – Nissa Cox

Room parents will check in with teachers for any end-of-year needs. Room parents will remind families that PTO’s collection is for holiday gift, but end-of-year gift is up to families. Emailing invites to PTO “thank you” drive through on May 26 in front of Sara’s home. Updated Sign Up Genius and clarified role descriptions. Notification to look out for signup link will be in May 16 Item, followed by Tuesday E-blast, along with feature on website and resend on Memorial Day. Will send end of May communication inviting parents to volunteer as room parents. Incoming PTO Exec Board meeting on May 16.



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PTO will create virtual hug for Mr Dillon retirement, with option to drop card/gift at someone's house. Need to loop teachers in. Can also reach out to Skokie/Washburne PTO for former students. Kate Hughes or Linda Wehrheim may be able to help.

Communications Report – Annie Cudney & Amy Kay

Committee communication helps us stay organized. Website good. Brenda tracking who has paid for 4th Grade Farewell. Nailing down e-blast schedule for Mayfest. Raffle ticket sales closing on May 13 at midnight. “Last chance to purchase” blast on May 13. Updating website to indicate Anna as Treasurer.

President's Report – Sara Dahlstrom

Bike Rodeo: Mary Beth and Jenny did great job. Scouts and police on site, and Green Bay Cycle in Mann park. Entrance on Laurel. 41 kids signed up.

Faculty Fun Lunch: Buffet-style in lobby on May 14.

Mayfest: Moved to online platform. Billy Spicer creating live webinar for prize selections. Determining how to include 4th graders. Color copy of raffle catalogue going home on Monday with students. Balloon décor in front of school on Thursday. Goodie bags go home on Friday and kids watch drawing. One e-blast on Thursday to share webinar info and remind last chance to order. Prizes delivered by committee and any Exec Board volunteers.

Field Day: T-shirts ordered for teacher distribution.

4th Grade Farewell: Plans set. Divided into three groups. Yearbook signing. Ice cream truck. Watching video inside. Committee members will photograph. This will potentially allow two classes to mix outside.

WGST: Sara contacting Brad about appreciation for Gary and Lisa. Phototronics can do archiving (save on external with cloud backup). Need inventory list.

Aunt Ruth's Garden: Tilled and fertilized. Received from Linda O'toole. Caroline and Molly to plant garden. Students will be recruited to help.

Landscape Club: District largely funding club. Students enjoying.

Transition: Sara will send invite for June 1 meeting with new Exec Board. Job reports sent this week. Cleaning up Google Docs and binder. Members will begin scheduling transitions for end of June completion.

Meeting Adjourned.