



## PTO Executive Committee Board Meeting September 7th, 2022

**Attendees:** Beth Carmody (Principal), Anne Babick (President), Jessalyn Garvey (Vice President), Nissa Cox (Past President), Michelle Cullen (Communications), Lyanna Berkowitz (Asst Communications), Elke Rehbock (Treasurer), Amy Sullivan (Assistant Treasurer), Lesley Stump (Secretary), Sachiko Kawata-Burke (Teacher Representative)

*Call to order at 9am*

### Welcome & Introductions

#### President Report (Anne)

- Executive Meetings moving forward could be outside in the new HW patio
- PTO stance on the referendum – support and encourage voting. No school on voting day.
  - August School Board Meeting Report – Anne listened in on the call. Budget review for next year. Approved referendum to vote. Reviewed some of the projects that took place over the summer. Washburne had the most work done (lead pipe replacement, etc.).
  - Referendum – clarify the HVAC component that it means air conditioning will be added to the school
- Goals:
  - Use Google Drive – Anne created a HW PTO folder for everyone to access files and the appropriate people to edit specific documents.
  - Update Job Descriptions
  - Landscaping, Playground fundraising – During COVID all custodial efforts were inside, so now we need to refocus on the outside and exterior. West side is freshly updated via Red Spade. East side of school will be the focus once budget is solidified.
    - Renovation of upper playground. Equipment has approx. 3 additional years of use before it needs to be replaced. Potential fundraiser “party” to support playground renovation.
    - Fundraising Idea: Student “Fun Run” to raise additional funds needed
    - Funding is set for the lower equipment and completion expected next summer
- Updates/Gratitude
  - BACK TO SCHOOL
    - Communications, Treasurers – Thank you
    - Kindergarten Committee to add to next year programming: Butterfly Garden
      - K Connection: Feedback from Beth – the last time the district ran this program was 10 years ago. Allows the staff to see which kids have a harder time to separate from parents and serves as an opportunity for kids to experience a classroom prior to first day of school. Replaced the gradual program. Teachers feel a slow entry sets up for success. Following the connections, the teachers moved a few of the kids around
    - Tours: parents/students, families new this year/last year – HW was the only school that has kids do the tours with the parents
    - Back to School Committee / Yard Signs - since each committee member has approx. 25 homes perhaps next year we add a few new spots to sign up genius for yard signs

- New Family Welcome – bags were a success. Important to clarify new families vs older families with new students vs new families from other districts
    - 54 new students
  - School Supplies: delivered, still missing some payments
  - Teachers/Staff first week: snacks/soda, Amazon gift cards, lunch - when teachers returned to school the front table was stocked with snacks, break room fridge was stocked with sodas and water. Gift cards were given to teachers to use for personal classroom supplies, etc.
- GROUNDS: Sara Kinnebrew (Landscaping Committee) suggests HW makes a sign for the butterfly garden. i.e. “Hubbards Woods Butterfly Garden”
- LUNCH: Composting, Marla’s Lunch, PFL – COMPOSTING: years ago HW did compost and due to COVID it was put on hold. PTO used to pay for the service, but now the village is taking on the compost fees. Not being advertised heavily yet so the system is not hit too hard. K classes not yet participating, will need smaller bins in their classrooms with visual signs vs words. MARLA’S: no freezer / no ice cream moving forward. Pizza Fun Lunch: sign up was challenging, may go back to the Back to School PTO run operation vs through Marla’s
- Coming Up:
  - Go to School Night: 9/15
  - Picture Day: 9/20 (Retake: 10/25) – Composite style group photo
  - Parent/Staff Party: 10/7 – Glenview Club location
  - World Travelers: October (Chung family)
- Teacher Report (Sachiko Kawata-Burke)
  - Creating Common Expectations for students. Example: Pro social behaviors. Key Terms flyer to be sent home in an Item.
  - Anne/Jessalyn to create faculty survey to request feedback on specific events so we can best serve the teachers and staff.
  - Implement “Ruler” – quadrants of different levels of energy levels. 4 main sections – Mood Meter (gauge where the child is). “Charter” how you want to feel at school, and what actions do we need to have to have those feelings.

**Principal Report** (Beth Carmody) – Opening day assembly was successful and energizing. Still looking for one Associate. First grade teacher said has never seen kids so excited for school.

**VP Report** (Jessalyn)

- Room Parents – going forward Jessalyn suggested we implement a Sign Up Genius to blast several days before school, similar to Crow Island. Smoother, fairer way to run the program. Encourages new families to sign up

**Treasurer Report** (Elke & Amy)

- Payments (Spiritwear, PFL, yearbook, teacher gifts) – missing some school supply payments. 285 participants in school supplies, 245 yearbook, 242 teacher gifts, 142 PTO donations.

**Communications Report** (Michelle & Lyanna) – next big communication will be for parent party and ticket selling.

- Website – not as mobile friendly as it should be
- Shared Calendar

*Next School Board Meeting: Tuesday, September 20 (Jessalyn)*

*Next Exec. Meeting: Wednesday, September 28th (Jessalyn)*